

**Rules for M.A. Oral Examinations
Department of Political Science**

Name: _____ is scheduled to take the M.A. oral examination this

FALL _____ SPRING _____ 20 _____ semester

Our records indicate that the members of this student's Masters Committee include:

_____ Chair
_____ Member
_____ Member

This document provides a summary of the procedures for the Masters exam. If you need additional information, please consult the Department's set of rules in "The Graduate Program: Department of Political Science," the Graduate College Website and exam documents, or ask the Graduate Director or the Graduate Coordinator.

1. Students must register for 900 units and submit this form to take an exam by December 15th of 2nd year to the Graduate Coordinator. Students will not be allowed to take an exam unless they have submitted this form to do so.
2. The Master's degree exam is an oral exam on the 900 research paper and its relation to the major field. The exam will last a minimum of one hour and no more than two hours. The department is unable to assume the financial costs (e.g. conference calls, travel) for participation of outside members (or out of town U of A faculty) in oral exam procedures.
3. The oral exam will be scheduled no less than two and no more than four weeks after the 900 paper has been distributed to the three-member guidance committee.
4. Students need to defend the 900 paper no later than the end of the second week in March of the spring semester of the second year in the program (for students entering without an MA).
5. Following the oral examination the Committee will evaluate the student's performance for the Department on the 900 paper and the examination using the categories *High Pass*, *Pass*, or *Fail*. (The Graduate College recognizes an evaluation of only *pass* or *fail*.) The evaluation category will be determined by majority vote. This recommendation will take account of (a) the student's overall academic performance; (b) the quality of the POL 900 research paper; and (c) the student's performance on the master's oral examination. The committee will recommend one of the following options to be communicated to the student and to the Director of Graduate Studies:
 - a. The student should enter the Ph.D. program
 - b. The student should not continue graduate work.
6. In the case of a failed first attempt at the master's degree examination, the student may retake the examination one time to achieve a passing performance. Once an oral exam has commenced, it counts as a first try, regardless of the outcome or duration. In the case of a second examination, the entire committee from the first examination must remain intact. The second exam will be a defense of the rewritten 900 paper from the first exam. Normally a second examination is taken during the next semester. Students may petition the Guidance Committee to retake a failed examination at an earlier time.
7. Failure of a second master's degree examination shall terminate the degree program.