

UNIVERSITY OF ARKANSAS

**HESC-MS COMPREHENSIVE EXAM TIMELINE (NON-THESIS)**

**Expected Timeline for Spring Graduation**

<b>The 3<sup>rd</sup> week of February</b>	<b>Academic advisor sets up a timeline for written and oral exams. The student reserves a room for the oral exam through the front office based on a date agreed upon by the advisor and committee.</b>
<b>End of February</b>	The advisor requests each committee member to generate 1-2 questions for the written exam. Then, the advisor compiles the questions in one document and share it with committee. Finally, the advisor and committee complete the exam questions.
<b>The 1<sup>st</sup> week of March</b>	The advisor sends the student the exam questions for the written exam.
<b>The 2<sup>nd</sup> week of March</b>	The student takes one week to submit the response paper to the advisor.
<b>The 3<sup>rd</sup> week of March</b>	The advisor sends committee the response paper.
<b>End of March</b>	The advisor and committee grade the written exam within one week. The committee send the advisor a scoring sheet with comments (see <b>Written Exam Rubric</b> on the HESC Graduate Program website <a href="#">Forms and Resources</a> page).
<b>Early April</b>	The advisor and committee meet the student for the oral exam. In the oral exam, the advisor and committee ask questions based upon the response paper (see <b>Oral Presentation Rubric</b> on the HESC Graduate Program website <a href="#">Forms and Resources</a> page).

*Note:* MS degree program comprehensive examinations should be scheduled at least one (1) week before the date of graduation.

**Expected Timeline for Fall Graduation**

<b>The 3<sup>rd</sup> week of September</b>	<b>Academic advisor sets up a timeline for written and oral exams. The student reserves a room for the oral exam through the front office based on a date agreed upon by the advisor and committee.</b>
<b>End of September</b>	The advisor requests each committee member to generate 1-2 questions for the written exam. Then, the advisor compiles the questions in one document and share it with committee. Finally, the advisor and committee complete the exam questions.
<b>The 1<sup>st</sup> week of October</b>	The advisor sends the student the exam questions for the written exam.
<b>The 2<sup>nd</sup> week of October</b>	The student takes one week to submit his/her response paper to the advisor.
<b>The 3<sup>rd</sup> week of October</b>	The advisor sends committee the response paper.
<b>End of October</b>	The advisor and committee grade the written exam within one week. The committee send the advisor a scoring sheet with comments (see <b>Written Exam Rubric</b> on the HESC Graduate Program website <a href="#">Forms and Resources</a> page).
<b>Early November</b>	The advisor and committee meet the student for the oral exam. In the oral exam, the advisor and committee ask questions based upon the response paper (see <b>Oral Presentation Rubric</b> on the HESC Graduate Program website <a href="#">Forms and Resources</a> page).

*Note:* MS degree program comprehensive examinations should be scheduled at least one (1) week before the date of graduation.