

CLARIFICATIONS TO CURRENT EXAM POLICIES

In-House Written Exam Notes for M.A. and Ph.D. Students

At the discretion of each committee member, students may be permitted to bring notes with them to their written exams. These notes, however, must be limited, per each committee member's area of responsibility, to ***no more than one side of an 8 ½" X 11" single-spaced page, with one-inch margins all around, and no smaller than 11 point Arial or Times New Roman font.*** For M.A. students, this means a maximum of one page of notes for theory, one page for methods, and one page for the area of specialization. For doctoral students, this means a maximum of one page for each of the four major areas of the exam: theory, methods, specialization, and cognate.

Doctoral Exam Page Limits

In order to clarify faculty expectations and provide for comparability across students, written exams for doctoral students ***must not exceed 15 double-spaced pages not including title page or references*** (one-inch margins all around; 11 point font; Arial or Times New Roman) ***per committee members' area of responsibility***, for a total of 60 pages maximum across the four areas: theory, methods, specialization, and cognate. The student should focus on writing concise, well-organized answers.

Pre-Oral Defense Student Feedback

Committee members must not engage in individual pre-defense discussions with a student about their written exam performance. Instead, any feedback a committee member wants to provide to the student must be provided to the committee chair. ***All committee members must communicate with the committee chair about the student responses to their question no less than 48 hours before the scheduled oral defense.*** The chair must communicate all concerns to the student within 24 hours of the oral defense.

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