

MASTER OF ARTS COMMUNICATION

Requirements

The following core curriculum (6 hours) is required of all Master's students to insure uniformity and consistency in the quality of the Master's program.

- Comm 5003: Quantitative Research Methods **OR** Comm 5313: Qualitative Research Methods
- Comm 5013: Introduction to Graduate Study

Program Options

The Master's student may follow one of two options in planning his or her program:

1. A minimum of 32 coursework hours and a comprehensive examination, or
2. The thesis program, which requires a minimum of 26 coursework hours, a thesis and an oral examination over the thesis (COMM 5980), four hours.

Students are encouraged to take some course work outside of the department. However, a minimum of 24 coursework hours of the student's M.A. must be in communication courses.

M.A. students will be advised during orientation meetings. Students may also discuss their enrollment options and any questions with Kathy Martin, Academic Advisor. Upon entry, all M.A. students will be advised by the Graduate Liaison until a permanent advisor is obtained. Students should obtain a permanent major advisor from the department's graduate faculty by the second semester at the latest. The student, advisor, and Graduate Liaison must sign the ***Request for Appointment of Committee Chair*** form included at the end of this handbook and turn it in to the department office for inclusion in the student's file. With the help of the permanent advisor, the student will develop a program of courses and research to meet his or her individual needs. Permission to become a faculty member's permanent advisee must be secured from the faculty member in question.

The student should submit the ***Admission to Candidacy Form*** to the Graduate Liaison for approval prior to submitting it to the Graduate College.

Credit Limitations

No more than 25% of the credit hours required for the Master's degree may be transfer credit from another department at the University of Oklahoma or from another university.

In order for transfer credits to be accepted toward a graduate degree, the transfer credit must:

1. Represent valid graduate credit earned in graduate level courses at an accredited university
2. Carry a grade of A, B, or Satisfactory (B- does not transfer)
3. Not be more than five-years old at the time of admission

4. Be applicable to the degree program
5. Be approved by the department and the Dean of the Graduate College

If a transfer course has the same title as a course taken at OU, the content of the course must be substantially different to count both for credit. To make this case, the student must provide a syllabus and a letter from the Graduation Liaison illustrating that the classes covered different content. This letter must be submitted to the Graduate College with the Admission to Candidacy Form.

Transfer credit is considered neutral in computing the University of Oklahoma grade point average. No graduate credit may be earned by correspondence courses or advanced standing examinations. However, credit from a professional degree may be applied toward a graduate degree if it meets the criteria listed above. Credit hours may be counted toward satisfying the requirements for one Master's degree only, with the exception of approved dual-degree programs.

No more than six hours of the course work for a Master's degree (excluding thesis, 5980) may be in Satisfactory/Unsatisfactory graded courses. Students may exceed the 6-hour limit on these courses only if they take hours beyond the minimum hours required for their degree. M.A. students should not take more than three hours in Directed Readings, which is letter graded.

Time Limits for Completion

A student registered in the Master's program should complete all of the degree work within five calendar years after his or her first graduate enrollment at OU. When an additional year is needed to complete the degree, the student and advisor may petition the department for a one-year extension. The student, advisor, and Graduate Dean must be notified in writing of the department's decision. If the decision is denied, the student will be dismissed. An extension of time beyond one year will require approval from the Graduate Dean. The department is required to describe how it will determine that the student is current in the field at the time the degree is awarded. This may involve re-examination or additional course work.

Standards of Performance

All Master's degree students are required to maintain an overall 3.0 GPA in all graduate courses attempted. One grade of C or a GPA under 3.0 will cause the student to be placed on academic probation. The student will then have a 12-hour probationary period. The student must not make lower than a B or a grade of U during this time. At the end of the 12-hour probationary period, the student must have raised his or her overall GPA to 3.0. Failure of either of these two conditions will result in the student being unable to continue enrollment in graduate classes. Should a student receive two or more Cs, an automatic stop will be placed on enrollment. To have this stop lifted, the student must submit a plan for improving his or her performance and petition the Graduate Liaison to stay in the program. If the student is permitted to reenroll, the student must still obtain an overall GPA of 3.0 by the end of 12 hours after the first C.

Master's Thesis Option

A Master's student should choose the thesis option, in conjunction with his or her advisory committee, *as soon as possible*. The thesis committee must be comprised of at least three members from the Department

of Communication. The members of the committee must be members of the graduate faculty. The student must, with the cooperation of his or her advisor, select a thesis subject no later than the semester in which the student plans to start thesis work.

To obtain a degree from the University of Oklahoma, any research utilizing human participants must obtain approval from the University of Oklahoma—Norman Campus Institutional Review Board (OU-NCIRB), *even if the individual is not collecting data from participants at the University of Oklahoma*. This approval must be obtained *before* any participants are recruited or data are collected. If the thesis utilizes participants from any other university or is affiliated with any other university, then permission must be obtained from that university's IRB as well. Before anyone can obtain IRB approval, he or she must complete the Collaborative IRB Training Initiative (CITI), which is required for all investigators. *A student should complete this training before submitting an IRB application, as otherwise, it will be returned.* For further information see <http://www.ouhsc.edu/irb-norman/training.asp>. If the student plans to utilize the Department of Communication Research Subject Pool, he or she should reference the policies listed on page 43 of this handbook.

The student then prepares a prospectus and submits it to the thesis advisory committee that will meet with the student to discuss the proposed study. The prospectus must be signed by committee members and filed in the student's departmental folder. Once the prospectus is approved, the student must obtain a **Thesis Title Card** from the Graduate College. The card must be completed and signed by all members of the student's thesis committee. The signed card must then be returned to the Graduate College. If a change in thesis becomes necessary as research progresses, a new **Thesis Title Card** must be processed.

Enrollment in Research

Following initial enrollment in Comm 5980, which must be for a minimum of two hours, the graduate student must maintain continuous enrollment during each fall and spring semester until requirements for the degree are completed or candidacy is discontinued. If a student is actively working on a thesis, seeking committee advice, or using university facilities, thesis enrollment must be maintained during the summer semester as well. Requirements for full-time enrollment status are in effect while the student is engaged in thesis research. Taking no other course work and enrolling in only two hours of Comm 5980 does not constitute full-time status.

In the event that the graduate student does not comply with the continuous enrollment policy, the student must enroll during the semester in which graduation is expected in the exact number of hours of Comm 5980 that would have been completed with continuous enrollment. In addition, a late enrollment fee must be paid for each of the missed semesters. The final determination of the number of hours of Comm 5980 in which the student must enroll in the final semester in the degree program, along with the collection of the appropriate fees, is the responsibility of the Graduate College and the Office of Admissions and Records.

Admission to Candidacy

A student who has done satisfactory graduate work and has maintained an overall GPA of 3.0 on all residence graduate level courses may be admitted to candidacy for a Master's degree as soon as he or she has enrolled in sufficient hours for the degree and has a committee selected. The committee consists of an advisor and two other members of the graduate faculty. To apply for admission to candidacy, a student must complete and submit the Admission to Candidacy form provided by the Graduate College. *An Admission to Candidacy form must be filed in the Graduate College no later than the first Monday in March (for summer graduates), the first Monday in April (for fall graduates) and the first Monday in October (for spring graduates).* All listed

coursework must have satisfactory grades and no incompletes. When appropriate, use the program-specific form.

One must obtain signatures from all committee members and the Graduate Liaison on the *Application for Approval of the Master's Thesis Topic and Committee Membership*, which should be turned in to the Graduate College at the same time as the *Admission to Candidacy* form. Any changes in the topic or committee composition results in a new copy of this form being completed and turned in to the Graduate College. This must be approved at least 14 days before the defense by the Graduate College.

Change of thesis title needs approval of Graduate Dean

Change of thesis topic or committee membership needs signatures of all old (if relevant) and new members of the committee and the Graduate Liaison.

Remember: one must initially enroll in at least two credit hours of Research for the Master's Thesis and must continually maintain at least two hours of enrollment until one has completed the degree or discontinued candidacy.

Thesis Defense and Graduation

Students must file for graduation by the deadlines listed by the Graduate College each semester.

When the student has completed the thesis to the satisfaction of his or her advisor, a hard copy of the thesis should be provided to every committee member at least two weeks before the defense. The student is responsible for allowing enough time for each member of the examining committee time to read the thesis before the examination. The student must request authority from the Graduate College for the thesis defense. At the time the authorization is requested, the student presents a copy of the completed thesis (a final draft will be acceptable) **in person** to the Graduate College for review at least two days before the defense. If the thesis is acceptable, the student will be issued the *Authority Report Form of the Thesis Defense*. The student cannot defend until he or she has obtained this form. As each thesis defense is public, the student is also responsible for posting a notice announcing the impending defense several days before it is to be held.

A unanimous vote of the examining committee is expected. However, on occasion some dissenting reports are received. If one member of the examining committee dissents, the dissent is recognized as a minority report, and the student is still considered to have passed the defense. When a committee consists of more than three members and two dissent, the Graduate Dean will investigate and make the final decision on the student's performance. If two of a committee of three dissent, or more than two of a committee of more than three members dissent, the performance will be seen as a failure. *Only one attempt is afforded the candidate in defending the thesis.*

Within 72 hours after the thesis defense is held, the *Authority Report Form of the Thesis Defense* must be returned with the results and signatures of all committee members to the Graduate College. Within 60 days of the defense or by the deadline of the desired graduation semester (whichever is earlier), the student must deliver to the Graduate College three unbound and originally signed final copies of the thesis typed on 100% cotton bond paper. The thesis must be in the form described in the instructions provided by the Graduate College. If all is in order, the copies of the thesis and a *Thesis Receipt Card* are given to the student. The student then delivers the three originally signed final copies of the thesis to the Acquisitions Department (Room 206), lower level two, of the Bizzell Memorial Library (before 4:30 p.m. each day). After checking the thesis for deposit, a representative of the library will sign the *Thesis Receipt Card*, which the student must return to the Graduate College along with the *Data Entry Form for Thesis/Dissertation Title on Student's Academic Record*. The student can then be cleared for graduation.

Master's Nonthesis Option

The same *Admission to Candidacy Form* procedure applies for nonthesis M.A. students. A comprehensive examination is one of the requirements of a nonthesis program. It requires the student to undertake a general review and integration of all studies. The exam is organized around fields of study rather than around courses and is not intended to repeat the final examinations of the actual courses taken. Eight hours are scheduled for the exams, which are usually divided among two 3-hour questions and one 2-hour question. One exam question must relate to a core course. In preparation for the comprehensive exam, students are expected to read and study beyond the requirement of their courses. The student must be enrolled in at least two hours the semester he or she takes the exam. The examination in the Department of Communication typically consists of a written exam and may also include an oral portion if requested by any member of the examining committee.

To schedule the examination and obtain the proper paperwork, the student needs to contact Kathy Martin, Academic Advisor, or Kristi Wright, Assistant to the Chair. They will request *the Authority Report Form for the Comprehensive Examination* in writing from the Graduate College at least one week prior to taking the exam. This form will be used by the student's committee to show a satisfactory or unsatisfactory result on the exam. No form will be issued if the student has not filed an *Admission to Candidacy Form*. The student must have completed all required courses and 75% of coursework before taking the comprehensive exam. No Master's comprehensive exam may be taken until all Is (incompletes) have been resolved or while the student is on academic probation. Once authorization is secured, the student and advisor will set the date of exams. All exams are taken on the University of Oklahoma campus. Notify the Academic Advisor, Kathy Martin, or the Assistant to the Chair, Kristi Wright, to schedule a room to take the exam as soon as possible.

The comprehensive exam may not be held during the period of final course exams, when the university is not in session, or when a suitable committee cannot be assembled. The examining committee consists of at least three members from the faculty of the Department of Communication. All committee members must be present if an oral portion is requested. Just as for the thesis option, the back of the *Authority for Comprehensive Examination* form must be returned to the Graduate College with the results and the signatures of all committee members within one week after the comprehensive exam is held. The same dissenting procedures apply to the nonthesis option.

Unlike the one-shot chance at a thesis option, if a student fails the comprehensive exam, the exam may be repeated once in the following semester (at the earliest) at the discretion of the examining committee. The comprehensive exam may not be given a third time.

MASTER'S PAPERWORK AT A GLANCE

M.A. THESIS OPTION

Step	Due	Required Paperwork
Selection of Advisor and Committee	2 nd Semester (full-time) or Equivalent (part-time)	Request for Appointment of Committee Chair (Dept. Office)
Present Prospectus	Semester prior to beginning research	Prospectus signed by all thesis advisory committee members (Dept. Office)
Thesis Topic Approval	After prospectus approval	Thesis Title Card (Graduate College)
Apply for Graduation	1 st Monday in March (summer grads), 1 st Monday in April (fall grads), & 1 st Monday in October (spring grads).	Graduation Application (Records)
Admission to Candidacy	1 st Monday in March (summer grads), 1 st Monday in April (fall grads), & 1 st Monday in October (spring grads).	Admission to Candidacy Form and Application for Approval of the Master's Thesis and Committee Membership (Graduate College)
Thesis Defense Request	Along with Requiring Authority Form	Authority Report Form of the Thesis Defense (Grad College)
Submission of Thesis	Along with Requiring Authority Form	Three copies of final draft submitted to Graduate College Dean for review. Receive Thesis Receipt Card which must be signed by Library Acquisitions and returned to the Graduate College

M.A. NONTHESIS OPTION

Steps	Due	Required Paperwork
Selection of Advisor and Committee	2 nd Semester or equivalent	Request for Appointment of Committee Chair (Department Office)
Apply for Graduation	1 st Monday in March (summer grads), 1 st Monday in April (fall grads), & 1 st Monday in October (spring grads).	Graduation Application (Records)
Admission to Candidacy	1 st Monday in March (summer grads), 1 st Monday in April (fall grads), & 1 st Monday in October (spring grads).	Admission to Candidacy (Graduate College)
Schedule Comprehensive Exam	Final Semester	Memo from Graduate Liaison requesting permission to administer examination (Department) Authority Report Form for Comprehensive Exam (Set to the Department from the Graduate College)
Exam	Final Semester	
Oral Exam Defense	If requested by at least one committee member	
Pass/Fail	Immediately Following Defense	Return Authority Report Form for Comprehensive Exam within one week of completed exam or oral defense to the Graduate College (Grad College)

Advanced Programs

Master of Arts

Introduction

The Master of Arts with a major in Communication provides the expertise individuals need for effective participation in an information-based society. Our students come from and are hired into a wide variety of careers in business and industry, government, religion and social services.

Graduates of this degree program are active in personnel management, public relations, consulting, community leadership, and other occupations where an ability to communicate effectively is vital to success. The OU Department of Communication views communicative behavior as basic to human activity, to individual development, to interpersonal social relationships, and to the functions of political, economic, cultural, and social institutions. Through research and theory-building, we seek to understand how individuals use symbols to interpret and act within their environment. Our students investigate communication processes as they occur within and among individuals, groups, organizations, and societies. In doing so, they learn to communicate more effectively and to facilitate the communication effectiveness of others.

Eligibility

Admission to this Communication program is limited to those students who have successfully completed an undergraduate degree program. Undergraduate degrees may be from a variety of social, behavioral, natural, or physical sciences background. There are no course work prerequisite requirements for admission to the program. Admission applications can be found at <http://gradweb.ou.edu/Current/Forms/AP/index.asp>

Students must have a minimum GPA of 3.0 for admission. Some students may be eligible for conditional admission if their GPA ranges from 2.76-2.99. Conditional admission will be reviewed on a case-by-case basis. Students admitted with Conditional Admission (due to low grades) must earn a GPA of 3.25 on the first twelve hours of course work, earning no letter grade below a "B".

General Program Requirements

The M.A. in Communication degree requires a minimum of thirty-two hours of graduate credit. Twenty-four of those hours must be Communication courses from OU. This non-thesis program also requires a written comprehensive examination to be successfully completed before the candidate is recommended for a master's degree.

Degree Track

Two different tracks are available to students seeking an M.A. with a major in Communication. The General track is recommended for those seeking a liberal arts approach to graduate study. The Organizational Communication track is recommended for those intending to pursue careers in profit/non-profit, entrepreneurial, and government organizations.

The MA in Communication degree requires a minimum of 32 hours of graduate credit. Courses offered through Advanced Programs are 3 credit hour courses.

GENERAL TRACK

Required Courses:

- **COMM 5003 Quantitative Research Methods, or
COMM 5313 Qualitative Methods: Participant Observation**

- **COMM 5013 Introduction to Graduate Studies in Communication**

Electives:

Along with the above core courses, students must take COMM electives to meet the minimum requirement of **24** Communication credit hours, which must be approved by the director. Elective hours can be a combination of COMM electives, other OU graduate classes and transfer work. Students may only earn up to 8 hours of credit from graduate courses taken in other OU programs or from transfer hours outside the University of Oklahoma from other universities. Transfer credits must be evaluated by the University and courses from other programs must be approved by the Department prior to enrollment. **NOTE: The combined total of transfer hours and graduate credit from other OU programs may not exceed 8 credit hours.**

ORGANIZATIONAL COMMUNICATION TRACK

Required Courses:

- **COMM 5003 Quantitative Research Methods or
COMM 5313 Qualitative Methods**

- **COMM 5013 Introduction to Graduate Studies in Communication**
- **COMM 5333 Organizational Communication**
- **COMM 5010 (3 hours) Organizational Research Practicum**

Electives:

Elective guidelines outlined for the General Track apply to the Organizational Track as well, however only a total of 20 elective credit hours are needed. 8 hours may be outside the department.

Required Courses – Course Descriptions

General Track

COMM 5003 Quantitative Research Methods:

Overview of contemporary approaches and issues in the conduct of quantitative research in communication. Topics may include nonparametric designs and multivariate techniques such as regression, factor analysis, canonical correlations and discriminate analysis.

Or

COMM 5313 Qualitative Methods

Introduces the students to the use of qualitative methods in social sciences research. Students will learn how to use participant observation, informal interviewing and other techniques to collect information on social sciences topics.

And

COMM 5013 Introduction to Graduate Studies in Communication:

Traces the development of research and professions in communication, providing and integrative conception of the discipline and an introduction to research and theory formulation. Students are exposed to those skills critical to success in graduate training in communication.

Organizational Track

COMM 5013 Introduction to Graduate Studies in Communication

See above.

And

COMM 5003 Quantitative Research Methods

See above.

Or

COMM 5313 Qualitative Methods

See above.

And

COMM 5043 Organizational Research Practicum:

Course is intended to provide practical research experience in an organization. Student's departmental advisor and organization's sponsor must agree through a written contract about the goals, plan and activities associated with the research project. Prerequisite: Student must have two-thirds of the courses required completed and permission of advisor.

And

COMM 5333 Organizational Communication:

Focuses on the communication environment of organizations, both internal and external, emphasizing implications of organizational designs for communication, communication principles to motivate employees, and the role of communication for productivity and quality of life.

Grades Required for Degree Completion

To qualify for a graduate degree, each student must have an overall grade point average of 3.00 ("B") in all graduate work taken at the University of Oklahoma. For those students enrolled in our M.A. program, the two "C" rule is applied. Any student who receives a second grade of "C" will be suspended from further enrollment until the student's graduate committee reviews and approves the student's appeal.

Standards of Performance

All Master's degree students are required to maintain an overall 3.0 GPA in all graduate courses attempted. One grade of C will put the student on academic probation with the graduate college. The student will then have a 12-hour probationary period. The student must not make lower than a B or a grade of U during this time. At the end of the 12-hour probationary period, the student must have raised their overall GPA to 3.0. Failure of either of these two conditions will result in the student being unable to continue enrollment in graduate classes. Should a student receive two or more C's, or give other indication to the professor of inability to pursue successfully the course of study towards the degree, the student will be required to petition to the graduate liaison to determine whether the student should be permitted to continue work in the Department of Communication.

Time Limitation for Degree Completion

Five years, dated from the semester of initial enrollment, is the maximum time for degree completion. Extensions beyond this limit will result in disqualification of the over-aged credit. This time limit applies both to courses completed through University of Oklahoma and to courses approved for transfer credit.

Lapsed Enrollment

A graduate student who has a lapse of enrollment for one calendar year must reapply for admission following the same procedures as used for first time admission. The student will then be subject to the regulations applicable during the term of the first enrollment after readmission.

Transfer Credits

The maximum of transfer credits accepted for the Master of Arts with a major in Communication is no more than twenty-five percent (8 hours) of the credit hours required for the degree. No graduate credit may be earned by correspondence courses. To be used as transfer credit, the credit MUST:

- Represent valid graduate credit earned in graduated level courses at an accredited university.
- Carry a grade of A, B, or S (Satisfactory) (any B- is not transferable)
- Not be more than six years old at the time of admission to the degree program
- Be applicable to the degree program.
- Be approved by the Department of Communication and the Graduate College.

Credit hours previously presented and counted for one master's degree may not be applied toward satisfying the requirements of a second master's degree with exception.

The student must submit an Early Evaluation of Transfer Credit form before the credit can be transferred in. This is to be done after the course is completed. This form is available online at <http://gradweb.ou.edu/Current/Forms/AP/index.asp>

Military Transfer Credits

Military courses may also be reviewed as part or all of the 8 hours of transfer credit accepted. Courses are reviewed and approved on a case-by-case basis by the Department.

Elective courses

In addition to the core course courses students select course work to use as electives. Students may earn no more than 6 credit hours of S/U work. Students also cannot earn

more than 6 hours of IDR credit. A student who is uncertain whether a course would count as an elective should contact his or her advisor.

Admission to Candidacy Form

The semester prior to taking comprehensive exams, the student must submit an Admission to Candidacy form. The candidacy form can be found at <http://gradweb.ou.edu/Current/Forms/masters/index.asp>. Please note and adhere to the deadlines listed on page 8 of this handbook.

The form will list all 32 hours of course work applied to the degree. If courses have not been taken yet, then the student will project those courses on the form. On the second page of the form, the student will list the date they plan to take comprehensive exams.

NOTE: The Admission to Candidacy form and Graduation Application are separate forms, both of which are required for degree completion.

Comprehensive Examination

Students should notify the Communication Advisor the semester before planning to take the examination to discuss available professors for your exams. To be eligible to take the comprehensive exam, a student must:

- Be enrolled in at least two graduate credit hours in the semester in which the general comprehensive examination is held.
- Have an approved Admission to Candidacy form on file by applicable deadlines before the exam is to be taken.
- Have 75% of his or her degree requirements completed.
- Have completed all core courses.
 - In order for a course to be considered completed, it must be graded and on the student's official record. Incomplete grades (I's) are not acceptable.

Exams will consist of a minimum of three questions covering at least three subject areas and totaling eight hours. One of the questions must come from a core course. All exams are closed notes/books and will be taken on site. The exams will take place over a period of no more than two weeks. Students will not receive exam questions in advance. Once a student begins answering a question, they must complete it in the time allotted. A student may not go back to a question once it is finished. If a student fails the comprehensive exam, it may be retaken once more in either of the two following semesters. The exam may not be taken a third time.

Due Dates For Candidacy Forms And Exam Dates

The candidacy form must be received in the Department of Communication

<u>No later than**</u>	<u>For semester to take exam</u>	<u>Date of examination</u>
The 1 st Monday in October	<i>Spring</i> comprehensive exam	No later than April 1
The 1 st Monday in March	<i>Summer</i> comprehensive exam	No later than July 1
The 1 st Monday in April	<i>Fall</i> comprehensive exam	No later than Nov 1

****These dates are according to Graduate College deadlines. The department asks you submit your candidacy form to them 30 days prior to these deadlines in order to ensure the forms reach the graduate college by their deadline.**

Comprehensive Exam Steps

After Admission to Candidacy form has been approved:

1. Call (405.325.7710) or email the Department to discuss the semester and approximate date of examination.
2. Make arrangements with Site Manager for specific date(s) and time(s) to take exam. Department will then request authority from the Graduate College to release exam.
3. Contact the Department to discuss the availability of professors to write comprehensive exam questions. Choose an advisor and two members for your committee. You will need to ask these individuals whether they are willing to write questions for your exams. **Keep in mind that one exam question must come from a core course.**
4. Contact professors, to request him/her to write a comprehensive exam question. A copy of this email should be sent to Department advisor (kmartin@ou.edu). **This correspondence must take place a minimum of 60 prior to taking exams.**
5. Contact professor regarding materials needed to help prepare for the exam.

6. Confirm date(s) and time(s) with Site Manager the day before the exam is to be administered.

Graduation Application

Graduation applications are due July 1st for summer, November 1st for fall graduates, and March 1st for spring graduates. Students will turn in their graduation application (blue card) and \$25 application fee to their site rep who will send them to the College of Continuing Education.

MASTER'S PAPERWORK AT A GLANCE

ADVANCED PROGRAMS M.A. NON-THESIS OPTION

Steps	Due	Required Paperwork
Apply for Graduation	July 1 st for summer, November 1 st for fall, and March 1 st for spring	Graduation Application (blue card)
Admission to Candidacy	1 st Monday in March (summer exams), 1 st Monday in April (fall exams), & 1 st Monday in October (spring exams).	Admission to Candidacy (Graduate College)
Schedule Comprehensive Exam	Before Final Semester Begins	Authority Report Form for Comprehensive Exam (Graduate College)
Exam	Final Semester Prior to Graduation	Report Form of the Comprehensive Exam (on reverse of Authorization Form)