

General Examination Procedures for CS Doctoral Students

Timing and Purpose of the General Examination

- When the student is enrolled in or has completed the final semester of coursework, and all Required Coursework has been completed with grades of B or better, the student should prepare for the General Examination.
- The General Examination consists of written and oral parts. It is intended to test the student's mastery of a number of related fields as well as the student's capacity for synthesis, sound generalization and critical ability.

Application for the General Examination

- The student must be in good academic standing during the semester the General Examination is taken. In addition, the student must enroll in at least two graduate credit hours at the University of Oklahoma in the semester the General Examination is held.
- The student must apply for the General Examination at least two weeks before the submission of the report for the **Written Part** of the General Examination.
- The *Application for General Examination* must be completed and signed by the student, the members of the Doctoral Committee and the CS Graduate Liaison. It is then submitted to the CS Graduate Programs Assistant and then onto the Graduate Dean for approval.
- Failure to have authorization prior to taking the General Examination could invalidate the General Examination.

Arranging the General Examination

- After the Graduate Dean authorizes the General Examination, the student should coordinate with the Doctoral Committee regarding times and locations for conducting the various steps associated with the CS General Examination (refer to following section titled "CS General Examination Format" for details). The CS Graduate Programs Assistant can assist with reserving rooms and/or scheduling times for meeting with the Doctoral Committee as necessary. The student must complete the General Examination during the semester in which the authority is given.
- No portion of the General Examination that requires submission or distribution of materials and/or meeting with the Doctoral Committee may be conducted when classes are not in session, during finals week, nor at any time when the Doctoral Committee cannot be assembled as necessary.
- Both the written and oral portions must be taken during the same semester.
- If the examination is not held, a report indicating the reasons why it was postponed must be submitted to the Graduate College, and the student must reapply for the General Examination.

CS General Examination Format

- In preparation for the **General Examination** the student must gain approval from the Doctoral Committee for a topic of his/her choice in a research area covered by the Computer Science discipline.
- The **Written Part** of the General Examination includes the following steps.
 1. Within the first four weeks of the semester in which the General Examination is to be conducted, the student must submit a written report on the approved topic. The date that the report is submitted by the student defines the beginning of the General Examination.

2. The report must involve an in-depth study and critical analysis of two or more archival publications and related references.
 3. The report should summarize the articles studied by the student and go beyond merely summarizing their contents; it must demonstrate the student's ability for critical analysis and synthesis of fundamental knowledge.
 4. The written report will be evaluated by the members of the Doctoral Committee.
 5. Within two weeks of submitting the report, the Doctoral Committee will provide the student with specific written questions. These questions may or may not relate directly to the contents of the student's written report or its associated references.
 6. The student will be allowed a period of time determined by the doctoral committee to respond to the committee's questions, in writing. The time period prescribed by the Doctoral Committee shall be no longer than four weeks.
 7. The Doctoral Committee will evaluate the student's written responses to the questions. All committee members' individual evaluations (pass or fail) of the written responses are tallied. If more than one failed evaluation is registered, then the written part of the exam is failed. The results of the written exam shall be communicated to the student no later than two weeks after the student submits the written responses to the Committee's questions.
 8. If the examination is failed, proceed to the section below, "Failed General Examination."
- The **Oral Part** of the General Examination includes the following steps.
 1. The oral part of the General Examination must be scheduled no later than two weeks after the student is notified of passing the written part of the exam. The oral examination takes place in the presence of the Doctoral Committee.
 2. During the oral portion of the examination, committee members may ask questions of the student that may or may not be directly related to the contents of the student's written report, the subsequent questions from the committee, or the student's written responses to the committee's written questions.
 3. In preparing for the oral part of the exam, the student should be prepared to give oral explanations and/or presentations of various aspects, and possible extensions, of the written part of the exam. However, the degree to which aspects of the written part of the examination are re-iterated and/or expanded upon during the oral part of the examination is per the discretion of the Doctoral Committee.
 4. The duration of the oral part of the examination shall be no less than one hour and no more than four hours.
 5. After completing the oral part of the examination, the doctoral committee will convene and provide the results of the examination to the student within 24 hours.

Reporting Results of the General Examination to the Graduate College

- Within 72 hours of completing the oral portion of the General Examination, the chair of the Doctoral Committee will submit a written report signed by all members of the Doctoral Committee to the Graduate Dean.
- This report should indicate whether the student has passed or failed the examination.
- If the student has passed, the Graduate Dean will admit the student to candidacy for the doctoral degree.

Failed General Examination

- If any portion (written or oral) of the General Examination is failed, a report must be submitted within 72 hours of the exam to the Graduate Dean indicating that the General Examination was failed.
- If the General Examination is failed, the student may, on the decision of the committee, make application to repeat the examination a second time in a subsequent semester.
- If a student fails any portion of the General Examination on the second attempt, the student will be terminated from the doctoral program.
- The General Examination may not be given a third time.