

Master's Degree Policies

Final Examination (Plan A and B)

The candidate shall pass a final examination before being awarded the master's degree. The supervisory committee shall serve as the examining committee with the major adviser serving as chair.

The final examination will cover the disquisition and may cover course work taken by the candidate, seminar papers, or oral examination paper and fundamental knowledge. Once a date is finalized with the student's supervisory committee, the Notification of Scheduled Examination (<https://powerforms.docusign.net/0abb6387-c124-45e6-bc80-337a7635ffb0/?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) form must be filed with the Graduate College at least two (2) weeks prior to the examination. If the completed form is not submitted two weeks prior, it will not be processed and the exam must be rescheduled for a later date.

The disquisition in a near final form must be given to the committee members no fewer than seven (7) days prior to the examination. If this seven (7)-day stipulation cannot be met, the student must either secure the concurrence of all committee members or reschedule the examination. At the conclusion of the examination, the examining committee shall record, in writing, approval or disapproval. The Report of Final Exam (<https://powerforms.docusign.net/3e7ecb3e-540f-48ff-a0e4-0c098d3bd8b4/?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) must be filed with the Graduate College within 14 days following the exam.

A negative vote by two or more members of the student's committee will signify failure of the final examination. The student may repeat the examination only upon permission from a majority of the supervisory committee. The committee will set a date at least one month after the failed examination. Exceptions to this time limit will be considered by the graduate dean upon presentation of written justification from the chair of the committee in consultation with the committee.

Should the examination be failed twice, the student will not be given a third examination except by recommendation of the examining committee, program administrator, and special approval of the Dean of the Graduate College following consultation with the Graduate Council.

IRB, IBC, and/or IACUC Approval

If a proposed graduate research project involves human, animal, or biohazard subjects, it must be submitted for review and approval by the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). This process should be initiated by the student after his or her supervisory committee has approved the final research design, because IRB, IBC, and/or IACUC approval must be obtained **before** the research project commences and cannot be granted retroactively. A copy of the appropriate approval letters is required when the disquisition is submitted for editing.

Disquisitions that involve research using humans or animals as subjects or using biohazard materials will not be approved by the Graduate College if such research has not been previously approved by the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC) as appropriate. Every effort should be made by advisers to see that students are aware of these University requirements.