

**Procedures for Comprehensive Exams**  
Language, Literacy, and Culture Ph.D. Program  
University of Maryland, Baltimore County

1. Qualifying students need to fill out the **Request for Comprehensives** form found on the LLC website. Students should indicate on the form in which three of their four core courses they want to take a comprehensive exam.
2. The instructors of the core courses generate at least two questions for their respective course(s), and send them to the Program Assistant.
3. A list of up to six questions (two per course) is emailed to the qualifying students. Each student, in conjunction with his/her advisor, chooses and adapts one question per course to his/her research interests. The student should contact their core course instructors directly to adapt each question.
4. The instructors decide upon the final form of the adapted questions, and submit these to the program assistant.
5. Qualifying students are emailed the three approved, adapted questions. Or, with prior arrangement, questions can be picked up at the LLC office. Students have ten days (including two weekends) to submit their answers to the Program Assistant. They may be submitted by email/fax, but a paper copy must follow. Qualifying students may write a maximum of twelve, double-spaced pages (1" margins, 12-point Times New Roman) on each question, excluding references.
6. A student's response to a particular question will be evaluated by the original instructor of the course to which the question pertains and one other person designated by the Program Director. The evaluation method will be Pass/Revise and Resubmit/Fail. In the case of an evaluation discrepancy, a third person, appointed by the Program Director, will evaluate the response. A student who receives an evaluation of "Revise and Resubmit" will have 30 days to make changes.
7. Students who fail any of the exams will have another opportunity to take an exam. It may be another written exam or an oral examination. The decision will be made by the student in consultation with the faculty. Students only need to retake the question that they failed.

**Comprehensive Examination Periods**

Comprehensive examinations will be offered only in January and July of each year.

**Checklist for Submitting Your Comprehensives**

- ✓ You should answer one question for each course.
- ✓ On the first page of each answer, please write the question you have chosen.
- ✓ Your answers must be submitted as a paper copy to the LLC office by the deadline date.
- ✓ You may write a maximum of 12, double-spaced pages (1" margins, 12-point Times New Roman font) on each question, excluding references.
- ✓ All answers should be supported by references. Either APA or MLA style must be used. You are permitted to have outside assistance with grammar and mechanics.