



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the Secretary of the University  
and of the Board of Regents

EXCERPT FROM THE APPROVED MINUTES OF THE  
14<sup>th</sup> LSU Board of Regents Meeting  
2 December 2003 \* CHED Central Office, Pasig City

**Proposed Amendments on the Guidelines in  
the Conduct of a Written Comprehensive  
Examination of Graduate Students**

**BOR RESOLUTION NO. 96, s. 2003**

**Approving the proposed Amendments on the Guidelines  
in the Conduct of a Written Comprehensive Examination of  
Graduate Students, as presented.**

**Proposed Amendments on the Guidelines in the Conduct  
of a Written Comprehensive Examination of Graduate Students**

**Rationale:**

A comprehensive examination is conducted to test the ability of the graduate student to integrate knowledge in all the courses taken. Considering its importance in advanced education the BOR Resolution-approved guidelines (No. 79, s.2002, 11 September 2003) in the conduct of a written comprehensive examination were implemented during the first semester (2003-2004). The Graduate School gave the Graduate Advisory Committee (GAC) the discretion on how to conduct the examination. Based on the feedbacks from the GAC and the graduate students, some points in the existing guidelines need improvement to better standardize the method and time of conducting such examination, thus this proposal.

1. Schedule of Examination  
Comprehensive examination shall be conducted three times during the year. This shall coincide with the scheduled semestral and summer midterm examination week. The examination shall be conducted for two consecutive days.
2. Application for the examination must be approved at least one month before the date of the examination.
3. An approved application of comprehensive examination must be presented during the time of examination.
4. The examination shall be conducted simultaneously in the department offering the graduate program.



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5. The venue of the examination will be in the students' major department, i.e. student majoring in Agricultural Education shall take the comprehensive examination in the Department of Science Education.
6. The examination will be based on the students' major and cognate fields of specialization. The Graduate Advisory Committee (GAC) shall consolidate the examination questions given by all the professors in the courses taken by the student. The examinee will be given one integrative question per course.
7. To pass the examination, the student must get an average score of not less than 75% of the total points provided no score is below 60%. If below 60%, the student should retake that particular section in the examination.
8. The GAC or the professors who gave the examination questions will check the papers. The GAC Chair must ensure the immediate checking of the papers by the professors concerned so that the result will be available to the student 2 days after the examination.
9. The GAC Chair shall convene the GAC members not later than 2 days after the examination to consolidate/summarize the results of the examination and submit them to the Graduate School.
10. Serving of snacks by graduate students who are taking the comprehensive examination is not allowed.

BOARD ACTION: **APPROVED**

Date : 2 December 2003

ATTACHMENT: U

**Certified True and Correct:**

  
**DANIEL M. TUFTUD JR.**  
Board Secretary

cc: Graduate School — *luna*  
OVPAA — *proy/m/gx*



*Office of the Board Secretary*

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LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521 A

Philippines

2 December 2003

**The Honorable Chairman and  
Members of the LSU Board of Regents**


*Ladies/Gentlemen:*

I am hereby endorsing the **"Proposed Amendments on the Guidelines in the Conduct of a Written Comprehensive Examination of Graduate Students"** which was prepared by the Office of the Graduate School.

This proposal has been presented and approved by the University Academic Council last November 5, 2003.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,

  
**PACIENCIA P. MILAN**  
*University President*

BOARD ACTION: \_\_\_\_\_

DATE : 02 December 2003



**PROPOSED AMENDMENTS ON THE GUIDELINES IN THE  
CONDUCT OF A WRITTEN COMPREHENSIVE EXAMINATION  
OF GRADUATE STUDENTS**

**EXISTING**

**RATIONALE**

A Comprehensive examination is conducted to test the ability of the graduate students to integrate knowledge in all the courses taken. Considering its importance in advanced education, the following guidelines are hereby proposed for systematic administration of a written comprehensive examination

1. Schedule of Examination

Comprehensive examination shall be conducted three times during the year. This shall coincide with the scheduled semestral and summer final examination week as indicated in the school calendar

- A. Master's students: First day (2 hours, 8:00-10:00AM)  
Second day (2 hours, 8:00-10:00AM)
- B. Doctoral students: First day (4 hours, 8:00-12:00 AM) for  
cognate courses; and  
Second day (4 hours, 8:00-12:00 AM) for  
major courses

- 2. Application for examination must be approved at least one month before the date of the examination.
- 3. An approved application of comprehensive examination must be presented during the time of examination.
- 4. The examination shall be conducted simultaneously in the different departments offering the graduate program.

**PROPOSED**

**RATIONALE**

A comprehensive examination is conducted to test the ability of the graduate students to integrate knowledge in all the courses taken. Considering its importance in advanced education the BOR Resolution-approved guidelines (No. 79 s. 2002, 11 Sept 2003) in the conduct of a written comprehensive examination were implemented during the first semester (2003-2004). The Graduate School gave the Graduate Advisory Committee (GAC) the discretion on how to conduct the examination. Based on the feedbacks from the GAC and the graduate students, some points in the existing guidelines need improvement to better standardize the method and time of conducting such examination, thus this proposal.

1. Schedule of Examination

Comprehensive examination shall be conducted three times during the year. This shall coincide with the scheduled semestral and summer midterm examination week. The examination shall be conducted for two consecutive days.

- 2. Same
- 3. Same
- 4. Same



### Existing

5. The venue of the examination will be in the students' major department, i.e. student majoring in Agricultural Education shall take the comprehensive examination at the Department of Science Education.
6. The examination will be based on the students' major and cognate fields of specialization. The Graduate Advisory Committee (GAC) shall prepare the examination questions but may also solicit questions from other professors and seek help in checking them. The GAC shall make sure that all the subjects taken are integrated in the questions (75% from major, and 25% from cognate courses).
7. To pass the examination, the student must get an average score of not less than 75% of the total points provided no score is below 60%. If below 60%, the student should retake that particular section of the examination.
8. The GAC should check the paper immediately, latest to be one week after the examination.
9. The GAC chairman shall (1) convene the GAC members to consolidate/summarize the results of the examination, 2) inform the student on the result, 3) and submit the result to the Graduate School.
10. Serving of snacks by graduate students who are taking the comprehensive examination is not allowed.

### Proposed

5. Same
6. The examination will be based on the students' major and cognate fields of specialization. The Graduate Advisory Committee (GAC) shall consolidate the examination questions given by all the professors in the courses taken by the student. The examinee will be given one integrative question per course.
7. Same
8. The GAC or the professors who gave the examination questions will check the papers. The GAC chair must ensure the immediate checking of the papers by the professors concerned so that the result will be available to the student 2 days after the examination.
9. The GAC chair shall convene the GAC members not later than 2 days after the examination to consolidate/summarize the results of the examination and submit them to the Graduate School.
10. Same