



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521 A

Philippines

Office of the Board Secretary

EXCERPTS OF APPROVED MINUTES OF THE
6th LSU Board of Regents Meeting
11 September 2002 * LNU, Tacloban City

**PROPOSED GUIDELINES IN THE CONDUCT OF WRITTEN
COMPREHENSIVE EXAMINATION FOR GRADUATE STUDENTS**

BOR Resolution No. 79, s. 2002

**Approving the proposed guidelines in the conduct of written
comprehensive examination for graduate students, as presented.**

BOARD ACTION: APPROVED

Date : 11 September 2002

ATTACHMENT: J

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

Cc: OVPAA - *PR* *ul* *is*
Graduate School - *for* *2*
CIMDO *3* *11/17*
ODAE



LEYTE STATE UNIVERSITY

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Office of the President

11 September 2002

The Honorable Chairman and
Members of the LSU Board of Regents

Ladies/Gentlemen:

I am hereby endorsing the "Proposed Guidelines in the Conduct of Written Comprehensive Examination for Graduate Students". This proposal has been deliberated and approved by the LSU Administrative Council.

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

Very truly yours,

PACIENCIA P. MILAN
President

BOARD ACTION: _____
DATE : 11 September 2002

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

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 the 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 of the university.

A. Master's students : First day (2 hours, 8:00-10:00 AM);

Second day (2 hours, 8:00-10:00 AM)

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 the major courses.

2. Application for examination must be approved at least one month before the date of examination.
3. An approved application for 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.
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.