**Master of Science in Information Systems Policy on the Comprehensive Exam**

The MSIS program requires students to pass the written comprehensive exam. The written comprehensive exam will be offered twice a year in a four-hour session on the Friday of the 10th or 11th week of the semester. A student may attempt the comprehensive exam a maximum of three times.

**Enrollment**
Students should register for BUS 5960 Comprehensive Exam (0 units) and pay the applicable fees by the add deadline of the semester. Students enrolled in BUS 5960 will be notified by email of the date, time, and location of the comprehensive exam.

**University Definition of a Comprehensive Exam.** "A comprehensive examination is an assessment of the students' ability to integrate the knowledge of the area, show critical and independent thinking and demonstrate mastery of the subject matter. The results of the examination evidence independent thinking, appropriate organization, critical analysis, and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of the California State University."

**Eligibility**
To be eligible to take the comprehensive examination, the student must satisfy all of the following requirements:

- Student has successfully completed his/her required core program of study or currently be enrolled in his/her last semester of required core coursework,
- Student has advanced to Candidacy (G3),
- Student has a GPA of 3.0 or higher,
- Student has no outstanding incomplete grades,
- Student has a minimum C grade in all MSIS courses,
- Student is not on academic/disciplinary probation.

**Content of Comprehensive Examination**

The examination will consist of one question each from each of the following five MSIS core courses, totaling five questions in all:

- CIS 5040 Information Systems (3 units)
- CIS 5100 Communication and Information Services (3 units)
- CIS 5200 IS/IT Policy and Strategy (3 units)
- CIS 5850 Communication and Information Services (3 units)
- CIS 5900 IS/IT Policy and Strategy (3 units)

Each semester, a review session may be conducted to provide additional information on the questions relating to that particular semester.

**Comprehensive Examination Format**

Graduate Programs Office will secure the use of computer labs for the exam offerings. Students prepare their answers to the examination questions using word processors available in the computer labs. Students with disabilities who desire reasonable accommodations should contact the CSULA Office for Students with Disabilities (SA),
Tel.: (323) 343-3140.

The College will assign each candidate a number. Each student will then record this number at the top of the exam answer. The faculty grading the exam will only see the number and the answer and will not know who the student is. This will allow for blind grading. All materials required for the exam are supplied to the students at the time of the exam. No laptops, smart phones, or other devices or materials are allowed during the exam. Old exams are not available for students to review.

**Evaluation**

The exam will consist of 5 questions. Students are required to provide a passing answer on at least 3 questions. All responses are evaluated on a pass – fail basis.

**Number of Attempts Allowed**

Students may enroll in BUS 5960 and attempt to pass the examination a maximum of three (3) times.

**Notification of Grades**

Comprehensive examination grades are available to students at the end of the semester in which they took the examination in the form of official transcripts and grade reports. In addition, students can view their grades online via GET system. A grade of "CR" indicates "Credit" and that the student has passed the comprehensive exam. A grade of "NC" indicates "No Credit" and that the student did not pass.

**Appeals**

A student may appeal any aspect of the examining procedure and grade. Such an appeal should be given with an exploration of the matter with the Director of Graduate Studies. Intention to file such an appeal should be given as quickly and in no case later than two weeks from the occurrence of the event on which the appeal is based.

**Guidelines for Grading Comprehensive Exams**

The faculty of the Information Systems Department will be responsible for having the exam questions graded. The grading of the exam shall be done anonymously. Names of students will not be revealed to the faculty members who grade the exam.