

Comprehensive Exam for M.Ed. in Nutrition Education

1. Complete all of your required courses. You can sit for the exam during your last class or later.
2. Complete the online application for Graduate Candidacy for Graduation/Comprehensive Exam, found at this link: <https://www.framingham.edu/academics/graduate-studies/graduate-forms/index>
3. Submit the completed forms to Ms. Kimberly Hardy, in person at the Office of Graduate Studies, Dwight Hall, Room 204 or by mail to Kimberly Hardy, Framingham State University, Dwight Hall, Room 204, 100 State Street, Framingham, MA 01701. A check made out to *FSU Graduate School* for \$225 must accompany the forms.

4.

Date of Graduation	Last Day to Submit Application for the Exam	Date of Exam
May	First week in March	Third week in April
August	First week in July	Third week in August
December	First week in October	Third week in November

5. This will prompt an audit of your graduate record to determine your eligibility to sit for your comprehensive exam and complete your program.
6. I will then be notified by email regarding your audit clearance and approval to move forward with scheduling your exam. I receive an email that you are cleared for graduation and will share it with you.
7. Meanwhile, you can identify the third member of your committee. Your committee is composed of three committee members; me as the Degree Advisor, the professor who teaches the capstone courses (NUED 993 and 973 Dr. Wright), and a professor of your choice. You are required to ask the faculty to be on your panel. (You do not need to ask me.) Ask the two panel members to send me and Kim Hardy an email agreeing to be on your panel.
8. The exam is taken online. Each of the committee members writes a set of questions about their subject matter. The guideline is that the questions can be answered in one hour. They send their questions to me and create your exam on Blackboard. At the established time, the exam will be available to you for three hours.
9. You have a choice to take the exam on a Friday or Saturday (your choice) in the third week in April, August, or November. The time is 10:00 AM to 1:00 PM.
10. Students often ask how to study for the Comprehensive Exam. Make sure your panel member opens the course you took on Blackboard. Review the Learning Objectives for the course and/or modules.
11. Your committee members will have access to the Blackboard site and will grade you on a pass/fail basis. You must pass with at least two members approval.

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12. I will send you an unofficial email notification with your exam results. I then send paperwork to Kim Hardy who completes the official paperwork for graduation.
13. If you pass, you will be invited to the next Graduate School Commencement.
14. If you do not pass, you are eligible to retake the exam in the next semester with five faculty writing questions.

If you have additional questions, please contact me by email.

Janet Schwartz

Professor, Food and Nutrition

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www.framingham.edu/nutrition