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## PRELIMINARY EXAM PROCEDURE

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### Format

The preliminary exam is a research project format. All students will complete the registration form for approvals from the academic advisor, the research advisor (if applicable), second reader (if applicable) and the program director.

### When to Register

Students should plan to take the exam when they have successfully completed LITS 7011, LITS 7100, LITS 7110, LITS 7130, LITS 7140, LITS 7210, ENGL 7651 and PSY 7290. In general, students are not permitted to take Preliminary Exams until the required courses have been completed. An exception may be granted if a student is enrolled in the last required courses during the semester in which the Preliminary Exams are taken.

Also, students must be in good academic standing and must have at least a 3.25 grade point average in graduate coursework at the time the Preliminary Exam Registration Form is filed.

### How to Register

The Preliminary Exams are offered once each semester (fall, spring, and summer). The deadline for registration is always the first two weeks (14 days) of each semester [Preliminary Exam Registration Form](#). Currently, the Program Executive Aide, currently Angela Morrell handles Preliminary Exam registration. Students may contact her by phone at 615-904-8434, by email at [Angela.Morrell@mtsu.edu](mailto:Angela.Morrell@mtsu.edu), or in her office - COE 316. If students have a disability that may require assistance or accommodation, please contact the Program Director, currently Dr. Amy Elleman ([Amy.Elleman@mtsu.edu](mailto:Amy.Elleman@mtsu.edu) or 615-898-5688), when signing up for the Preliminary Exam. A letter from the Disability and Access Center (898-2783) verifying the disability and addressing the necessary accommodations will be required.

### Procedure

#### Research Project Format

Students must choose a research advisor and a second reader. The research advisor and the student will work together for one semester or until the project is finished. The deadline to submit the project to the research advisor is the end of October for fall, the end of March for spring, or the end of June for summer. In order to pass the exam, students should receive at least a score of 3 for each category and the total score should be 20 or above from each reviewer. Students may revise and resubmit only once upon the feedback. If students fail for the second time, they will not be allowed to continue in the Program. The evaluator will make the decision within two weeks after receiving the manuscript. Students are encouraged to submit to a peer-reviewed journal.