

## Policies and Procedures for Oral Comprehensive Examination for Doctoral Candidacy

- Review the policies and procedures for [Comprehensive Exam](#). Note that the Graduate College must approve special members and accept petitions for exceptions to committee requirements before the exam has taken place.
- Programs must have written policies regarding whether or not students may retake failed oral exams as well as specific policies regarding second attempts. ***In any case, the Graduate College allows no more than one retake of the oral exam.***
- If a committee member is participating by distance, please ensure that the member participates throughout the entire exam and they are able to communicate with the candidate for the duration of the exam. If more than one member of the committee, or the student, is participating remotely for the exam please inform Graduate Degree Certification prior to the exam for approval.
- Unlike the doctoral defense, no part of the comprehensive exam is open to the public. The chair should review procedures with the committee before the examination commences. At the conclusion of the Oral Comprehensive Examination (and after the student has left the room), discussion of the student's performance is initiated. Each member of the examination committee is expected to evaluate the student's performance on the basis of the examination as a whole, not just on a particular area of questioning or only on his/her own field of specialization.
- A secret vote is completed by the committee (vote possibilities: Pass, Fail, and Abstain) and the outcome of that vote determines whether or not the student passes the oral comprehensive exam. More than one negative vote (Fail and Abstain are negative votes) will result in failure of the exam.
- Votes are tallied by the committee chair, who informs the committee, and ultimately the student, whether the vote concluded in a Pass or Fail decision.
- The numbers of Pass versus Fail votes and the identities of persons voting one way or the other are kept in strict confidence.
- The committee chair is responsible for initiating the Results of Oral Comprehensive Exam form in GradPath. The chair will receive an email reminder, with a link in the email to the form, to submit the Results of Oral Comprehensive Exam form as soon as the Oral Comprehensive Exam is scheduled. The chair reports the results in GradPath and notes whether the exam may be repeated (in accordance with program and Graduate College policy). Regardless of the outcome of the Oral Comprehensive Examination, the chair must report results. If a reexamination is recommended, the committee members must be the same as those present at the first examination.
- Emergency Line – (520) 621-5128. The Graduate College Degree Certification Office maintains a telephone line for the Committee serving on Oral Comprehensive Examinations. The number for this line is (520) 621-5128. Please feel free to use this number for questions concerning examinations or for emergencies which arise before or during examinations.