



Please **submit completed form** to the dean for approval at least **2 weeks prior** to scheduled exam date

The Graduate Program Director is responsible for oversight of the graduate program’s Comprehensive Examinations. The Comprehensive Examination Committee or student’s Advisory Committee will work with the student’s Major Advisor to create the student’s Comprehensive Exam. **This completed form along with the exam must be submitted through the examination committee chair and the Department Chair to TGS for approval prior to the exam.** After approval by the TGS dean or designee, the information regarding the administration and grading of the exam must be provided in writing to the student by the chair of the Comprehensive Examination Committee (Graduate Program Director - or designee approved by dean) before the examination is administered.

For more details see [Ph.D. Comprehensive Exam Standard Policy](#)

**NAME of person completing /submitting this form:**

**DATE of form submission:**

**General Information**

Student’s Name

Student’s ID #

Student’s AU Matriculation Date      Semester:      Year:      = first semester student enrolled in PhD program

Graduate Program

Graduate Program Director

Advisor’s Name

Examination Committee Chair      = program director or dean approved designee

Committee Members

## Administration of the Examination

<b>PART I Written Exam - 4 hours</b>	<b>PART II Oral Exam - 2 hours</b> <i>(or biostatistics ONLY – written part 2 = 4 hours)</i>
<b>Date:</b>	<b>Date:</b>
<b>Time of Exam:</b> <i>Start</i> <i>Conclude</i>	<b>Time of Exam:</b> <i>Start</i> <i>Conclude</i>
<b>Location of Exam:</b>	<b>Location of Exam:</b>
<b>Name of Exam Proctor:</b>	<b>Name of Exam Proctor (biostats only):</b>

## Grading Format

**Grading Scale: A – F (A=5 points, B=4 points, C=3 points, D=2 points, and F=1 point)**

**WRITTEN EXAM:** Essay Exam – No multiple choice questions. Each written exam question will be given a grade A-F. Grades will be converted to numerical value and averaged for final score. If multiple faculty members grade questions, the average score for each question will be used for the overall average score. A 3.5 is required for passing.

**ORAL EXAM:** Each faculty member will provide a score of A-F either based on answers to their questions or overall (programs decide – and document for standard practice). Programs can decide if there will be a discussion among faculty prior to score submission. Faculty submit scores anonymously to the Exam Committee Chair. Chair will convert scores to numerical value and average for final score. An average score of 3.5 is required for passing. No further discussion to adjust or change scores is permitted once scores have been submitted to the Chair.

## Provide Additional Instructions or Information

## Test Results

**WRITTEN EXAM ONLY: (Biostatistics only) 0-100 scale with a minimum passing score of 75**

The **written exam or Part I score** will be reported to the student and TGS no later than (M/D/YYYY)

The **oral exam or Part II score** will be reported to the student and TGS no later than (M/D/YYYY)

The **final score** will be reported to the student and TGS no later than (M/D/YYYY)

## Exam Questions – NOT to be provided to the student prior to exam

*Please ATTACH exam questions.*

**NOTE: The AU Honor Code is to be in effect for the exams**