

# FORM H-1

## FORMATION OF A COMPREHENSIVE EXAMINATION COMMITTEE

### Conditions and Prerequisites for filing this form and taking the exam

- 1) The student must complete all coursework and language exams by the end of the semester in which comprehensive exams are taken.
- 2) The student must form a dissertation committee and file Form D-1 at least 60 days in advance of the comprehensive examinations.
- 3) The student must form a comprehensive examination committee and file this form (H-1) at least 60 days before the date of the written portion of the Comprehensive Examinations

### Responsibilities of Committee Members

- 1) Each committee member is solely responsible for preparing the student to write the question in his or her field. Faculty members are free to consult each other on reading lists and questions. Each committee member is responsible for seeing that the student has an appropriate reading list in a timely manner. Each question will be graded by its author and one other faculty member chosen by the chair of the comprehensive examination committee.
- 2) Exams will be scheduled by the chair of the student's comprehensives committee, who whenever possible will also be the chair of the student's dissertation committee. Written Exams may take place at any time, as long as they take place at least 28 days before the last day of classes in that semester. The chair is responsible for all scheduling issues and bureaucratic formalities.

Student \_\_\_\_\_ date \_\_\_\_\_  
*Please print name and sign*

Chair of Committee \_\_\_\_\_ date \_\_\_\_\_  
*Please print name and sign*

Committee Member \_\_\_\_\_ date \_\_\_\_\_  
*Please print name and sign*

Committee Member \_\_\_\_\_ date \_\_\_\_\_  
*Please print name and sign*

Director of Graduate Studies \_\_\_\_\_ date \_\_\_\_\_

- 4) The written portion of the comprehensive exam must be graded within 2 weeks by the faculty concerned.
- 5) Students must pass all sections in order to pass the exam.
- 6) Students who fail only 1 question may retake the exam within one month. Students who fail 2 or more parts must wait until the next semester to retake.
- 7) 2 failures will result in expulsion.

#### **Oral Portion of Exam**

- 1) Orals will be held within 2 weeks of the written exam (including make-up exams).
- 2) Oral examiners will be those listed in H-1. Students may request the presence of the DGS, or of the department chair if the DGS is on the committee.
- 3) Orals will last no more than 3 hours.
- 4) Following the exam, the committee meets to decide the grades of Pass/Fail in each field. If the student passes all fields, the committee will decide on Pass with Distinction grade.
- 5) A student who fails one or more fields on the oral exam must retake the exam within two semesters of the original exam. Failure to do this or to pass on the second try results in expulsion from the program.

#### **Dissertation Proposal Hearing and Comprehensive Examinations**

The dissertation proposal hearing will take place within the week of the oral portion of the comprehensive examination.

**All particular field rules for the comprehensive exams are hereby abolished.**