

Candidate: _____ **Date of Examination:** _____

Prior to the exam

- ☐ Prior to scheduling the exam, the student and the committee on studies should review the format and guidelines for the exam.
- ☐ The Announcement of Exam must be completed at least two weeks prior to the scheduled exam. The announcement must be approved by OGS prior to the exam. Flyers should be created and distributed appropriately after OGS approves announcement.
- ☐ Dissertation Proposal – the written proposal should be distributed to the Committee two weeks prior to the scheduled exam. The Proposal should follow the format guidelines outlined in the Dissertation Proposal Cover Sheet.

During the Exam

- ☐ The exam should start with a brief introduction by the student's advisor with a quick briefing on the format and time frame of examination for the participants that are not acquainted with the process.
- ☐ Approximately 45 minutes allocated for student's presentation of his/her doctoral research proposal.
- ☐ Approximately 15 minutes allocated to questions by the Public.
- ☐ Scheduled 10 to 15 minute break.
- ☐ Approximately 60 to 90 minutes allocated to questions and discussion by the student and the Committee on Studies members alone regarding the proposal.
- ☐ The Committee meets in the absence of the student to discuss all aspects of the examination.
- ☐ The Committee then meets with the student to convey whether the student has passed the Comprehensive Examination and relay their comments to the student on his/her performance.
 - ☐ 1. Any suggested changes to the research proposal are discussed with the student and documented.*
 - ☐ 2. Any courses that the committee feels the student must take in order to remediate or supplement current knowledge and/or to successfully complete the proposed research are identified and documented.*

**Written documentation, separate from the "Report" should be provided to the student advisor and BSGP Office for any required project change or course work within 10 days of examination.*
- ☐ The Committee immediately complete the "Report of Doctoral Comprehensive Examination" for one of the following grades to the exam: (1) pass, (2) conditional pass**, and (3) fail with student opinion to retake exam (one time only).

****A conditional pass must be documented with specific additional activities required to pass the exam. Once completed, the Committee must draft a memo indicating the conditions have been met. This memo must be forwarded to BSGP and OGS.**

We verify that the examination was given in compliance of all the above regulations:

_____ <i>Chair Signature</i>	_____ <i>Date</i>	_____ <i>Student Signature</i>	_____ <i>Date</i>
_____ <i>Committee Member</i>	_____ <i>Date</i>	_____ <i>Committee Member</i>	_____ <i>Date</i>
_____ <i>Committee Member</i>	_____ <i>Date</i>	_____ <i>Committee Member</i>	_____ <i>Date</i>
_____ <i>Committee Member</i>	_____ <i>Date</i>	_____ <i>Committee Member</i>	_____ <i>Date</i>

***Per the Steering Committee, Distinction is not an option within the BSGP,
Please select Abstain when completing the Report of Exam online.***