

# **GRADING OF MASTER'S COMPREHENSIVE EXAMINATIONS**

(As Approved by Graduate Council on April 29, 2008)

The grading policy adopted by the Council is a three-level system: 1. "Clear Pass," 2. "Remedial Work Required," and 3. "Fail." This policy will be implemented beginning with the Summer 2008 Comprehensive Exams.

The approved changes in what the grades mean in terms of overall completion of the Comprehensive Exams are as follows:

1. Any student who obtains a "Clear Pass" or "Remedial Work Required" grade (and who completes that remedial work in the time allotted) passes a question.
2. Any student who obtains a "Clear Pass" or a "Remedial Work Required" (and successfully completes that remedial work in the time allotted) for three or more questions but who receives a "Fail" grade on one or two questions will be required to retake the failed questions the next time the Comprehensive Exams are offered.
3. Any student who fails three or more questions will be required to retake the entire Comprehensive Exam the next time the examination is offered.
4. Any original question graded as "Fail" by the initial grader shall be sent to a second faculty grader. (Note: The grader who wrote the question doesn't have to defend his or her grade for a particular student, e.g. pass, fail, etc). If the second faculty grader also enters a grade of "Fail," the student will be judged to have failed the question. If the second reader disagrees with the original grader, he or she will enter a grade of "Remedial Work Required" and the question will be then sent to a third faculty grader to resolve the tie. If the third faculty grader enters a grade of "Fail," the student will be judged to have failed the question. If the third faculty grader enters a grade of "Remedial Work Required," the question will be returned to the second faculty grader who will administer the remedial requirements. A grade of "Clear Pass" will not be permitted for any grade subsequent to an initial grade of "Fail."

We will answer the "What if" hypothetical situations in the following manner:

5. In the event that a student is required to complete one or more "Remedial Work Required" question but does not do so to the satisfaction of the professor overseeing the question in the time allotted, the student will be judged to have failed that question(s) and will be required to retake that question(s) the next time the Comprehensive Examinations are offered. If this situation happens with three or more "Remedial Work Required" questions, the student will be required to retake the entire Comprehensive Examination.
6. In the event that a student receives a "Fail" grade on a question, then retakes the question and fails a second time, that student will only be allowed to retake the question the next time the Comprehensive Examinations are offered by successfully petitioning the Graduate Council to do so. If the Graduate Council does not approve this request, the student will be required to retake the appropriate course and obtain a passing grade in the course before being allowed again to retake the Comprehensive question in that area.

- a. In the event that a student receives a “Fail” grade on a question three times, the student will be dismissed from the program.
  - b. In the event that a student has retaken a failed question and received a grade of “Remedial Work Required,” then completes the remedial work to the satisfaction of the professor overseeing the question and in the time allotted, the student will be judged to have passed the question.
7. In the event that a student is required to retake the entire Comprehensive Examination and fails a question on which he or she had obtained a grade of “Clear Pass” or “Remedial Work Required” on the first try, the question will be treated as a “Fail” and the student will be required to retake the failed question the next time the Comprehensive Exams are offered.
8. In the event that a student is required to retake the entire Comprehensive Exam and receives a “Fail” grade on three or more questions, the student will only be allowed to retake the entire Examination the next time the Comprehensive Examinations are offered by successfully petitioning the Graduate Council to be allowed to retake the Examinations. If the Graduate Council does not approve this request, the student will be required to retake the appropriate courses and obtain a passing grade in those courses before being allowed again to retake the entire Comprehensive Examination.
9. Faculty awarding a grade of “Remedial Work Required” must describe the nature of the remedial work to be done by the student on the grading sheet. This information will then be transmitted to the student as the remedial requirement.
10. Students who are required to undertake remedial work must do complete this work within three weeks from the time they receive the instructions about the nature of the remedial. Those students who do not complete the work within this time period will be judged to have failed the question unless the faculty member directing the remedial approves in writing an extension of the time allotted for completing the work.
11. Faculty are required to complete the grading of remedial work within one week from the time they receive the remedial from the students required to submit the work. Faculty are to assign a grade of “Clear Pass” or “Fail” to the remedial work. If a grade of “Fail” is assigned, the student will be judged to have failed the question. The student will then either be required to retake the question the next time the Comprehensive Examinations are offered or to retake the entire examination if the failure on the remedial work means the student has failed three or more questions on the original exam.
12. If a faculty member does not submit a grade (“Clear Pass” or “Fail”) on the remedial work for a particular question within the one-week grading period, the student will be judged to have passed that question and no further work will be required of the student for that question.