



College of Education and Human Services

SPECIALIZATION COMPREHENSIVE EXAMINATION (Ed.D./Ph.D.)

PROCEDURES FOR SUPERVISORY COMMITTEES ON COMPILING AND JUDGING

1. Candidate meets with chairperson to discuss courses taken and the integration of his or her knowledge and skills into the area of specialization examination content.
2. Chairperson meets with the entire committee or a selected team from the committee to formulate the question(s) for the examination. The examination is eight hours for both the Ph.D. and Ed.D.
3. Chairperson obtains approval of the examination questions from entire committee.
4. Examination is submitted to the proctor in their respective department for administration.
5. Student takes examination only on the dates listed on the quarterly schedule and returns completed examination to the proctor in the department who then forwards the exam to the student's chairperson.
6. Chairperson copies examination and sends a copy to each committee member for judgment.
7. Each committee member reads the **entire** examination in order to make a pass or fail judgment on each answer.
8. A student must receive a pass judgment on **each** answer by a majority (three or more) in order to pass the examination.
9. Failure to answer any question satisfactorily will constitute failure of the entire examination.

10. If necessary, the committee chairperson schedules a meeting for committee members to decide on Pass/Fail for the **entire** examination by a majority vote based on all answers combined.
11. Comprehensive Examination Result Sheets are sent to CEHS Dean's Office.
12. The committee chairperson notifies student of results of examination.
13. A student who fails the examination may request a retake. If this retake is approved, a student should meet with their committee to determine a program of additional study. Upon completion of this additional study, the student may retake the examination.
14. The chairperson works with student to schedule the retake(s) as requested.
15. A retake of the area of specialization examination is developed by the entire Committee and should address the general areas as well as all areas of weakness of the previous effort.
16. The Committee may allow no more than two retakes.
17. Chairperson works with student to prepare for and schedule a second retake if all or any part of the first retake examination is failed following established policies (only two retakes allowed).

*See Comprehensive Examination guidelines that are specific to your specialization for more details about the contents of the examination.