



**Doctor of Philosophy
Application for Comprehensive Examination**

Instructions:

1. All information on this form must be typed
2. Form must be submitted to the Graduate Coordinator **2 weeks** prior to the first written comprehensive exam.

Student's Name and Signature: _____ / _____

Area of Specialization:

Major Advisor:

Proposed Dates of Written Examinations:

Proposed Date of Oral Examination:

Comprehensive Examination Committee Members:

Typed Name	Subject Matter	Approximate Date
1.		
2.		
3.		
4.		

Conditions and Comments:

By signing, the Advisor acknowledges the following: 1) I have received and reviewed all comprehensive examination questions and ensured adequate breadth and depth, and 2) I will ensure delivery of the questions at least 48 hr in advance of each written examination.

Advisor (Print Name and Sign)

Date

Graduate Director (Signature)

Date

Procedures

1. Prior to the examination, the student shall meet with their advisor (the chair of the examination committee) and each committee member to be apprised of the structure of the examination and the subject areas to be tested.
2. Students need to communicate with the graduate coordinator in order to arrange the dates, venue, and reserve the department laptop for the examination.
3. Each exam will be no longer than 5 hours in length. This time will include breaks, should they be required.
4. Faculty are expected to pose questions that students could reasonably be expected to answer within the 5 hour time limit (please note: 5 hours is the upper limit, and 3 hours the lower limit, according to departmental guidelines)
5. For each exam, students shall sign and submit an honor pledge.
6. Student responses must be typed (double-spaced and including page numbers) on a Department of Kinesiology computer that is not accessible to the student prior to the examination. The wireless card in the computer should be removed prior to the examination.
7. Comprehensive examinations given within the Department of Kinesiology are closed book: in addition to a laptop computer, pen/pencil, and the exam question, students are provided with 2 sheets of paper on which to make notes during the exam. All other equipment and materials are prohibited.
8. The examination is to be conducted in a secure environment, meaning the student should remain in the examination room and have no contact (either direct, or via the telephone etc.) with other persons. Should the student need to leave the examination room, they must not discuss the examination or any part of the examination process with anyone and are responsible for following all procedures of the honor code.
9. Once the examination is complete, students should deliver the laptop computer to the graduate coordinator who will immediately send (via e-mail, and in pdf format for security purposes) the student's exam response to the chair of the examination committee. The graduate coordinator shall retain the original copy of the examination in "Word" format until the examination process is completed.
10. At the completion of the written portion of the examination, the committee chair is responsible for circulating the student responses to the members of the examination committee. Although primarily responsible for grading their own question, each member of the examination committee should receive all of the student's responses in order to garner a broad understanding of the student's knowledge and comprehension.