

# HAS Doctoral Comprehensive Examination Procedures

## Purpose

- Evaluate student's breadth of understanding across degree (HYDRO, ATMO or HYDROMET).
- Evaluate student's depth of understanding in their chosen field of research, writing and presentation ability, and ability to conduct original research.
- Enable student's PhD Committee members (or Comprehensive Examination Committee) to provide feedback on research directions.

## Timing

Should be completed as soon as all non-dissertation credits and Ph.D. minor requirements have been completed (usually in the 2<sup>nd</sup> or 3<sup>rd</sup> year). The written and oral portions of the comprehensive examination should take place at least three months prior to the Final Oral Examination (defense of dissertation)

## Comprehensive Exam Committee members

Should be the same as the PhD Dissertation Committee and include 3 faculty from HAS, and 1 faculty from minor department. External committee members may be included on the dissertation committee, and need not be included in the comprehensive exam.

## Requirements Components

- **Core Courses:** Must earn at least 2 As and 2 Bs in the 4 core courses required by the student's PhD program.
- **Written component\*:**
  - **Dissertation abstract.** Students must submit a 1-page abstract of their dissertation to their PhD comprehensive examination committee AND the Graduate Academic Advisor to have on file with the Graduate College to initiate their PhD comprehensive exams.
  - **Manuscript/Publication or Research Proposal.** Student must submit either a first-authored research manuscript ("in prep", "in review" or "published"), or a research proposal at least 2 weeks prior to scheduling their oral PhD comprehensive exam (not to exceed 6 weeks per GC policies):
    - **Research manuscript** ("in preparation" or "in review") formatted to be submitted to a peer-reviewed scientific journal. If the student already has a paper published from their PhD research, they can submit the paper to their examination committee and automatically pass this portion of the exam.
    - **Research proposal** (at least 10 pages, including figures/tables, but not including references; formatted in typical NSF EAR directorate style).
- **Oral component:**
  - Presentation of student's research manuscript/paper or proposal (~30 minute presentation), followed by Q&A by committee members. 2 hours maximum.

- **Grading:** The written and oral exam will be graded Pass/Fail. Students must receive a “passing” grade from at least 3 of the 4+ faculty members on both the written and oral components to pass the comprehensive exam. If students fail the written exam, they may submit a revised manuscript or proposal within two months of receiving notice that they failed the first exam. If students fail the oral exam, they may retake the oral exam within two months of receiving notice that they failed the first oral exam. The Graduate College allows no more than one re-take of the oral exam.

### **Required GradPath Forms and Fees**

- Doctoral Plan of Study
- Comprehensive Exam Committee Appointment Form
- Announcement of Doctoral Comprehensive Examination
- Results of the Oral Comprehensive Examination for Doctoral Candidacy - submitted by committee chair.
- When you advance to doctoral candidacy your bursar's account will be billed the candidacy fees of \$35.00. These are one-time fees and you will not be billed again if you change your anticipated graduation date.

### **Graduate Student Exams must comply with University's Academic Policies**

#### **Student Code of Academic Integrity**

Academic Integrity at the University of Arizona is the principle that stands for honesty and ethical behavior in all homework, tests and assignments. All students should act with personal integrity and help to create an environment in which all can succeed. Dishonesty will not be tolerated. This includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will be reported to the Associate Dean of the Graduate College and receive a sanction, such as a failing grade on the assignment, exam, and/or in the courses. Students should refer to the UA Code of Academic Integrity if they have questions. Available at:

<http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>

#### **Discrimination and Harassment**

Policies against discrimination and harassment, along with offices for reporting concerns related to discrimination or harassment, <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>.

Should a student feel he or she has been treated unfairly there are a number of resources available. With few exceptions, students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action, or with the student's graduate advisor, Associate Dean of the Graduate College, department head, or the immediate supervisor of the person responsible for the action.

*Updated 6/12/2024LR*

**University's Intellectual Property Policy**

<http://policy.arizona.edu/research/intellectual-property-policy>

**Confidentiality of Student Records**

Family Educational Rights and Privacy Act of 1974 (FERPA) is the federal law that governs the rights of students and institutional responsibilities with respect to student records. FERPA is a federal law designed to protect the privacy of a student's educational record. More details on what FERPA is about and specifics of what constitutes an Education Record can be accessed at:

<http://www.registrar.arizona.edu/ferpa/default.htm> .