

## Ph.D. Computer Science Comprehensive Exam Procedures

The Comprehensive Exam/Dissertation Prospectus **takes approximately six weeks**. Students should plan in advance and must ensure that they are registered at all times in at least one credit graduate level course (e.g. 580, 792, 795, or 799), this includes if the written and/or portion of the exam will be held in summer.

### Important! Check List prior to starting the Comp Exam:

1. Interactive Plan of Study (iPOS) must be approved.
2. All committee members must be listed in the iPOS.
  - a. Please fill out the [Graduate Supervisory Committee Appointment or Change Form](#) for approval of your committee. The form is on the [CIDSE Graduate Forms](#) webpage. You will also need to submit the request electronically through the iPOS tab on your MYASU.
  - b. To get an external member (who is not a faculty in CIDSE) approved to serve on your committee as a member or co-chair; you must submit a [Committee Approval Individual](#) form located on the [CIDSE Graduate Forms](#) webpage. The form needs to be completed by the student and submitted at the Advising Center, BYENG 208, together with the CV of the external member.
3. Students must be in good academic standing regarding GPA requirements prior to taking doctoral comprehensive examination.

### The Written Portion

**Step 1:** Student submits an electronic copy of the proposal to one of the Graduate Advisors. In the subject heading, the student mentions Proposal Defense and First and Last Name. In the message, the student mentions the all committee member names and provides e-mails of the committee members especially for external members.

**Step 2:** The Graduate Advisor e-mails to the committee together with the proposal and gives them a two week deadline to send their questions to the advisor.

**Step 3:** The Graduate Advisor gathers all the questions from all committee members and sends it in one e-mail to the student with a 10 working days deadline.

**Step 4:** The student sends the Q & A back to the committee and copies the Graduate Advisor. The outline of the written paper should include the faculty name, the questions given by the faculty, and immediately following the answer for each of the question.

## **The Oral Portion**

**Step 1:** Normally, the oral exam is scheduled **after two weeks** from the date the student submits the Q & A to the committee. However, if this is not possible to schedule within two weeks, it should be scheduled at the earliest convenience of the committee availability. It is the student's responsibility to schedule the oral exam by contacting the committee and arranging for room reservation.

**Step 2:** The student contacts Monica Dugan, 5<sup>th</sup> Floor Brickyard, to reserve a room and provides with the date and time. Also, the student is required to send to Monica an electronic copy of the abstract of the Oral Defense for announcement. The student should plan to have the room reserved for at least 2-3 hours.

**Step 3:** The student downloads the [Doctoral Comprehensive Exam Form](#) and [Doctoral Proposal/Prospectus Results Form](#) and hands it to the Dissertation Chair on the day of the oral exam. These forms are located on the [CIDSE Graduate Forms](#) webpage.

**Step 4:** After the exam, the student drops off the [Doctoral Comprehensive Exam Form](#) and [Doctoral Proposal/Prospectus Results Form](#) at the Advising Center, BYENG 208, for processing. Please keep a copy for yourself!

### **Absent Committee member procedure:**

While it is desirable that all members of a student's supervisory committee be available during the oral exam portion, there are situations (e.g. faculty travel, faculty emergencies and/or faculty leave) that may necessitate holding the written and/or oral exam with one or more committee member(s) absent. The Academic Unit has established the following policies and procedures for such cases.

1. A minimum of 4 committee members (including chair/co-chair) the student's official committee must be available during the student's written and oral exam.
2. The chair (or one co-chair) must be available for both the oral and written portion of the exam. If this is not possible, the exam must be rescheduled.
3. A committee co-chair or member who cannot be available during the oral exam, he/she may participate in one of three ways. These options are listed in the order of preference:
  - a. The absent committee member videoconferences into the oral exam defense location.\*
  - b. The absent committee member teleconferences into the oral exam defense location.\*
  - c. The absent committee member provides a substitute to be physically present (approved by the committee chair & the head of the academic unit) for the oral exam defense only. The substitute must be someone who is approved to serve on graduate supervisory committees for that program. The absent committee member should provide the substitute questions, in writing, to be asked at the defense. The substitute, although respecting the opinions expressed by the regular committee, must be free to use his/her judgment in voting on whether the student passes or fails the defense. The substitute should sign the absent committee member's name, and add his/her initials directly after the signature.

\*Students must provide a copy of their document and any other supporting presentation materials to the committee member at least 5 working days in advance of the defense. The defense location must have the necessary equipment to accommodate video/teleconference materials.

If the videoconference or teleconference option is selected, the absent member needs to e-mail the committee chair or co-chair to state that member voted to pass at what level or fail the student and authorize that the chair sign their name on the pass/fail form. The committee chair or co-chair should sign the name of the absent individual on the pass/fail form and then add his/her initials directly after the signature.

If a committee member will be absent from the oral defense, the student or committee chair/co-chair must notify the Program Chair before or at the time of scheduling the oral exam defense. If the student is notified of an absence after scheduling the oral exam, the student must contact the Program Chair prior to the oral exam defense date, so he/she finds a substitute.