

# PhD Comprehensives Committee and Report Form

The comprehensive examination is to be completed **within a single term** in the **first or second year** of the Ph.D. program.

While the exam format is flexible, the following steps are required:

**First month of the examination term:**

- a. Early in the first month of the term in which you will complete your comprehensive examination semester, organize a group meeting with your committee to discuss the exam format and any other details concerning your exam.
- b. After this meeting, circulate a document to all committee members describing the agreed-upon exam format and noting any intermediate due dates (e.g., first-draft due dates). Obtain committee members' signatures on the form as described below.
- c. Submit a copy of Sections 1 and 2 of this form (completed and signed) to the Graduate Assistant.

## Section 1: Student Information and Exam Timeframe

<b>Student name:</b>	
<b>Student number:</b>	
<b>Supervisor name:</b>	
<b>Co-supervisor name (N/A if none):</b>	
<b>Year and term exam will be completed:</b>	Ph.D. 1 _____ Ph.D. 2 _____ Fall _____ Winter _____ Summer _____

## Section 2: Comprehensive Exam Committee and Exam Format

Each student's examination is supervised by a committee of three faculty members. At least one member should be a full-time member of the Psychology Department. **The student's supervisor does not participate in the exam** other than guiding the student in forming the committee. **Co-supervisors cannot serve as committee members.**

The student should arrange an initial meeting of the committee to determine the format of the exam, any intermediate due dates, and to clarify the general process as a group. Committee members may request that the student provide a short document describing a comprehensive exam proposal in advance of this meeting.

Following the meeting, the student should send the committee a brief document in which the agreed-upon exam content and process are described, including any intermediate due dates prior to the end of the term (e.g., due dates for initial drafts; a date for an oral exam). *Plan any intermediate due dates such that a committee decision regarding the final comprehensive exam can be made by the due date noted below.*

The committee may wish to appoint a lead examiner to collate all members' recommendations regarding the exam outcome, coordinate any discussions needed among members to discuss the exam, and bear responsibility for informing the student and graduate office of the final committee decision.

As soon as the summary document is approved, the student should obtain signatures from all committee members and return a copy of this form to the Graduate Assistant with Sections 1 and 2 completed.

<b>Initial meeting date:</b>	
<b>Exam format summary approval date:</b>	
<b>Intermediate due date(s):</b>  <i>Describe what is due on any dates (e.g., first drafts, oral exam dates). Note N/A if not applicable for your exam.</i>	
<b>Due date for final committee decision:</b>	
<b>Lead examiner name (if applicable):</b>	
<b>Committee member (name and signature):</b>	
<b>Committee member (name and signature):</b>	
<b>Committee member (name and signature):</b>	
<b>Student signature:</b>	

### Section 3: Comprehensive Examination Outcome

The committee's consensus decision regarding the exam is due within 10 days of the end of the term, OR by the last date for grade submissions of that term, whichever is latest. The committee chooses how the outcome is to be deliberated. For example, the committee may wish to have a group meeting that includes the student, or committee members may discuss amongst themselves. If the committee designated a lead examiner to bear responsibility for the final disposition, this person notifies the student and Graduate Office of the outcome and can collect committee member signatures themselves or ask the student to do so.

<b>Comprehensive examination outcome:</b>	PASS	FAIL
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*If the outcome is failure, the lead examiner should inform the Graduate Chair and provide a brief report describing which components of the exam were deficient. The student is allowed to re-attempt any component(s) deemed insufficient. The Chair may be involved in mediating any final decisions or in implementing any remediation efforts the committee deems necessary.*

If an incomplete grade is requested, provide an expected completion date here. The lead examiner should inform the graduate office of this request and provide a brief explanation.	<b>Date exam to be completed:</b>
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#### Signatures of approval of examination outcome

<b>Committee member signature:</b>	
<b>Committee member signature:</b>	
<b>Committee member signature:</b>	

#### Signatures noting receipt of examination outcome

<b>Student signature:</b>	
<b>Supervisor signature:</b>	
<b>Co-supervisor signature (N/A if none):</b>	

**Note to student or lead examiner:** Return this completed form, in person or by email, to the Graduate Assistant. Contact information is as follows: Graduate Affairs Assistant, Department of Psychology, SSC, 7<sup>th</sup> Floor, Room 7406, Email: [edrysda4@uwo.ca](mailto:edrysda4@uwo.ca)