

Eligibility: A student taking comprehensive exams must be in good academic standing, registered for at least 1 graduate-level credit during the semester the exam is held (including summer), and have an approved, accurate iPOS that lists the student’s complete supervisory committee.

Instructions:

- The student must inform the graduate coordinator of the exam date range prior to the exam. The exam format and reading lists are determined by the supervisory committee.
- PhD SE students: Reserve a room for your oral exam via sosgradadvising@asu.edu or (480)727-6963.
- After exam completion, the full committee must sign and mark exam results on Part II. In rare cases, an email may be accepted in place of a signature. **The chair fills in Part III if needed and signs upon completion.**
- The chair submits the completed form** to the graduate coordinator, who will obtain the graduate director’s signature and enter results into the student’s Plan of Study (iPOS).

Part I: Basic Information

Student Name (Last, First, MI)	10 Digit ASU ID #	Written Exam Date	Oral Exam Date (SE only)

Part II: Exam Results

Committee Member Names	Signatures	Written Exam Results	Oral Exam Results (PhD SE only)
Chair/Co-Chair		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Co-Chair		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Member		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Member		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Member		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

Part III: Graduate Committee Chair or Graduate Director Approval

Signature	Date

NOTE: All results must be reported. Failure of the comprehensive exam is final unless the student petitions for a re-examination and the supervisory committee, the SOS graduate director, and the Graduate College dean approve the request. A re-examination must occur 3-12 months from the original exam completion date. Failure to pass the re-examination will result in a recommendation to dismiss the student from the program.

