

## **General Doctoral Exam Written Portion**

### **Written Preliminary Exam Option**

*This option is only available to CaBS students and to Clinical Psychology students who began the program prior to Fall 2021.*

1. Following program specific guidelines (e.g., content areas, page limits), each student will be presented with six questions written by his/her Examination Committee from which four questions will be selected by the student. Students may consult any published source or verifiable work in progress and seek clarification about the question from committee members. The committee chair will notify the Graduate Coordinator when the exam has been initiated. Typewritten responses are due 8 weeks after the exam is initiated. One typewritten, double-spaced copy (APA style) is to be submitted to each committee member. If responses are not submitted within 8 weeks after the exam is initiated, this will constitute failure, which will result in a formal departmental review to determine further action.
2. Grading will be completed by the student's Examination Committee within two weeks of receipt of the student's responses.
  - a. Each grader shall assign a "Pass" or "Fail" to each question. If a grader assigns a "Fail" to any question, this will initiate a discussion by the committee members regarding the basis of the failure. The final committee decision regarding failure on any question will be based on a majority vote.
  - b. Students will be provided with written qualitative feedback from committee members regarding their examination performance.
  - c. If a student fails any question on the written examination, the student will be permitted to retake a written examination on the area(s) represented by the failed question(s). The Committee will have the discretion to determine how the subsequent question(s) relate(s) to the original; they can specify that the original question(s) should be revised, or that new question(s) should be answered. After soliciting feedback from the Committee regarding suggested areas of remediation, the student will generally have 2 weeks to complete each question that requires revisions. However, the Committee will have the discretion to grant additional time depending on the nature of the revisions to be completed. Any deadline should be specified prior to initiation of the reexamining process.
3. A student who fails any area of the written examination upon retaking will not be recommended for admission into the doctoral program. Depending on the timing of the failed examination, steps could be taken to transition the student out of the respective graduate program. For example, arrangements could be made to complete courses in which the student is currently enrolled, maintain or finish an assistantship, or remain involved in other professional activities until as the student seeks alternative employment or educational opportunities. All such arrangement would be subject to review by the student's program

and the department and would have to be consistent with graduate school policies.

4. A student may appeal failure of the written exam to the department Chair/Head or his/her designee within 14 days of notification of the failure. The appeal shall be investigated, with consultation from the Examination Committee and Program Director. The student shall receive a written response within 14 days of the receipt of the written appeal. Any further appeal shall be directed to the Dean of the Graduate School.