

School of Biological Sciences (SBS)

- a. Exams will be graded by the selected instructors within 2 weeks after the exam and the Graduate School will be informed of the results by the deadline established by the Graduate School.
- b. Each exam is evaluated as either pass or fail, as determined by the exam writer. The standard of 70% as passing. All exam scores are compiled by the MS-NT Academic Advisor into a final result (i.e. pass, conditional pass, or fail).
  - i. Pass: A student is considered to have passed their written comprehensive exams if 100% of the exam committee (3 examiners) agree a student has passed.
  - ii. Conditional Pass: A student is considered to have a conditional pass their written comprehensive exams if, 100% but >33% of the exam committee (2 of the 3 members) agree the student passes.
    1. If this happens, the MS-NT Academic Advisor will convene the committee of 3 examiners to make a collective decision on the overall conditions or further actions.
    2. A student may be recommended to retake the exam again subsequent semester. Policy is students can only take the entire comp exam once a semester for a maximum of two attempts.
    3. A student may be provided with the specific conditions and timeline to complete the conditions to transition to pass. The timeline will never be more than 12 weeks.
    4. A student may be required to write on a particular area or question(s) of a written exam, as determined by the committee.
    5. If conditions are not met by the date provided by the committee members, the student is considered to have "Failed" their comprehensive exam.
  - iii. Fail: A student is considered to have failed their written comprehensive exams if 33% or less of the committee (traditionally 1 of the 3 members) agree a student has passed.
    1. The committee must determine if the student is allowed to "retake" of their comprehensive exam.
      - a. If this is permitted, the retake must be completed by the end of the following semester. A retake may not be scheduled during the same semester that the original examination was completed.
        - i. If a student does not pass after a retake, their program will be terminated.
        - b. If a retake is NOT permitted, the student's program will be terminated.
- c. Notification of individual exam results and overall written comprehensive results.
  - i. Following evaluation, exam writers will notify the MS-NT Academic Advisor of their decision for their exam (i.e. pass/fail) and may also directly notify the student, at their discretion.
  - ii. The MS-NT Academic Advisor will compile the individual exam results to determine the final decision. The MS-NT Academic Advisor and the Chair of the SBS Graduate Committee will sign the *Report of Written Comprehensive Exams: Master's Degree Non-Thesis* to file with the Graduate School and SBS.

1. The results of the written comprehensive examinations must be reported to the Graduate School no later than deadline established by the Graduate School if taken during the student's final semester to ensure meeting graduation requirements.