

## Addendum to Comprehensive Exam Grading Process

(Adopted 12/2018)

[For inclusion in the MPH Handbook and related documents]

### Grading Process

After completion of the comprehensive exam, the two department members (sans the dean's representative) will grade **each question** using the approved grading rubric and scale (see below).

- PASS: Both department committee members assign grades of 80 or better to the exam question response using the approved rubric.
- FAIL: Both department committee members assign grades of 79 or lower to exam question response using the approved rubric.

In the event of a disagreement between faculty members regarding pass or fail grades for one or more questions, the committee, including the dean's representative, will meet to discuss and help resolve the disagreements in line with graduate school policy. The proceedings of this meeting are to remain confidential, and participants should not share any details with students. Although he or she may participate in the mediation of disagreements, the dean's representative will not grade exams nor will he or she break ties in voting. If the discussion does not resolve the issue, the Graduate Coordinator will appoint a third grader from within the department.

### Three passing grades:

If a student receives three passing grades from both department committee members, he or she passes the exam. The student is not required to participate in an oral exam.

### Three failing grades:

If a student receives three failing grades from both department committee members, he or she fails the exam and is required to retake the exam the following semester. (See re-take process below.)

### One or Two Failing Grades:

If the student receives one or two failing grades on the same question(s), from both departmental committee members, the entire committee, including the dean's representative, will decide whether they will (a) allow the student to take an oral exam for clarification or (b) instruct the student to retake the exam the following semester.

- Oral exams will be required only for those questions receiving fail grades.
- Students failing any part of the oral exam will be required to retake the exam. (See re-take process below.)

### Process for Re-taking the exam:

- Students failing all three, or one or two questions (after orals), must retake the entire exam the following semester (fall or spring).
- When retaking the exam, all new questions will be provided to the student.
- Students must attain three passing grades from both department committee members to pass the exam.
- There is no opportunity for an oral exam to clarify responses.
- Any failing grade, on one or more questions, will be grounds for dismissal from the program. (Disagreements between department graders may be resolved using the process outlined above.)
- Any decision to dismiss the student from the program will be made in consultation with the Dean's Representative.