

Note: The School of Kinesiology adopted a new Preliminary Written Examination Policy in Spring 2007. The new policy applies to doctoral students both in Kinesiology and Education-Recreation, Park, and Leisure Studies. It changes the test from a timed, closed-book exam to an open-book exam. The new preliminary written examination procedure will govern all School of Kinesiology students who enter their doctoral programs beginning Fall semester 2007. Students admitted prior to Fall 2007 may choose to follow, in consultation with their advisers, either the new open-book exam or the closed-book exam that was in place when they were admitted. For procedures related to the closed-book exam, students should contact their adviser or the graduate studies coordinator.

Preliminary Written Examination Procedures

After completing the majority of coursework, including all major area core requirements, the statistics sequence, and research methods requirements, and with the approval of the adviser, a student takes the Preliminary Written Examination. The following policies and procedures govern the conduct of this exam.

Content and Conduct: Consistent with Graduate School guidelines, this examination may cover any work completed in the major field and may include any coursework fundamental to the field. Because of the highly individualized nature of Ph.D. degree programs in Kinesiology and in Education: Recreation, Park and Leisure Studies, the final content and organization of the examination question(s) are up to the discretion of the adviser and other committee members. It is the responsibility of the adviser to solicit questions from committee members, and to achieve their consensus about the final composition of the questions on the examination. The number of exam questions is at the discretion of the advisor in consultation with the full committee.

The examination is scheduled with, compiled by, and administered by the major adviser. It is conducted as a take-home, open-book examination. At the discretion of the adviser in consultation with the committee, the student will have a minimum of one week up to a maximum of four weeks to complete the exam. In preparing for this examination the student should meet well in advance with the adviser and other committee examiners members to be briefed on what might be expected on the examination and how best to prepare for it. At least 30 days prior to the exam, the adviser, on behalf of committee members, is expected to clearly convey expectations about the examination to the student, such as length and depth of response(s) expected, use of reference citations, and format in which exam should be prepared. The committee reserves the right to submit the student's responses to electronic plagiarism detection procedures such as Turnitin.com.

The nature of the exam will be determined by the adviser in consultation with the student's committee members. The exam may consist of specific questions submitted by each of the student's examining committee members, in which case each committee member submits and grades his/her question. If the adviser in consultation with the committee feels that the student would be better served by an exam that would allow for a more integrated approach, the exam may consist of one or two questions of a broader nature, in which case each committee member would be asked to contribute to the formation of the questions and to independently grade the exam in its entirety.

Evaluation: When the student's answers are received, the adviser copies them and distributes them to the graders along with a copy of these procedural guidelines. The graders must choose

one of the following three evaluations for each question on the exam if questions were submitted independently by committee members, or provide an evaluation of the overall exam if the broader, more integrated exam was administered. Committee members then submit their written evaluations to the adviser for compilation:

- **Pass**
 - acceptable answer(s); responded to all portions of the question(s) adequately and accurately as would be expected of a typical Ph.D. student in these degree programs
- **Pass with Reservations**
 - marginally acceptable response(s), some inaccuracies or inadequacies that must be corrected in a manner specified by the student's adviser
- **Fail**
 - did not respond to all parts of the question(s); answers were incomplete, inadequate, or inaccurate

In addition to evaluating each question or the overall exam using the above choices, graders will provide written comments about their evaluation to the adviser. The adviser summarizes these evaluations and shares the results and comments with the student.

In order for the student to pass the examination, the majority of graders must indicate that the student has passed. If more than one grader gives a Pass with Reservations grade for the examination, the adviser follows the procedures for Pass With Reservations as outlined below. If more than one grader gives a Fail grade, the student does not pass the exam and the adviser follows the procedures for Retake procedures as outlined below. The adviser shares the results with the student both verbally and in writing, and provides the summary written evaluations and a completed "Ph.D. in Kinesiology and Education: Recreation, Park and Leisure Studies Internal Form for Reporting Preliminary Written Examination Results to DGS." Outside members are allowed to decline submitting questions for the exam. In cases where the outside committee member declines to submit questions for the exam a vote of the majority of the remaining members of the committee will be needed to pass the exam.

Pass With Reservations:

If the student passes the examination with reservations, the graders are permitted one week to convey their reservations to the student in writing and inform the student of the steps required to remove them. The graders have the discretion to determine what is required for reservations to be removed. The adviser sends this notification to the DGS along with a copy of the student's exam, exam questions, and grading forms indicating grades and comments from each grader. The student has up to three months following the date of the letter to satisfy reservations. When the student has satisfied the graders' reservations, the adviser sends written notification to the student and DGS that the reservations have been removed and that the student may proceed toward the degree. The adviser completes GSF 17 indicating that the exam has been

passed, signs it, and submits to the DGS for his/her signature. The preliminary oral examination may not be scheduled until GSF 17 has been filed with the Graduate School. If the student is unable to satisfy the committee's reservations, his or her doctoral candidacy and graduate status may be terminated by the program, or the student may be required to retake the examination, as specified below.

Retake: If the student does not pass the Preliminary Written Examination, the exam must be retaken in its entirety with a new set of questions and within six months after the date that the student receives the graders' written feedback on the exam. The retake again must be scheduled with, compiled by, and administered by the adviser and evaluated by the original committee, unless the adviser agrees to a proposed committee substitution. Only one retake is permitted. If the student does not pass the retake exam, his or her doctoral candidacy and graduate status may be terminated by the program.

Reporting Results: Following the administration of the Preliminary Written Examination, the attached *Ph.D. in Kinesiology and Education: Recreation, Park and Leisure Studies Internal Form for Reporting Preliminary Written Examination Results to the DGS* should be submitted to the DGS along with a written copy of the exam questions, student responses, final summary evaluations of the graders and exam results, and a Pass With Reservations letter if relevant. The Preliminary Written Examination result is reported by the adviser to the DGS on GSF 17, which must be filed with the Graduate School as a Pass before the student can schedule the Preliminary Oral Examination.

**Ph.D. in Kinesiology and Education: Recreation, Park and Leisure Studies
Internal Form for Reporting Preliminary Written Examination Results to DGS**

Ph.D. student taking examination

<u>Printed name of student</u>	<u>Student ID #</u>	<u>Date(s) of exam completion</u>

Adviser submitting form

<u>Printed name of adviser</u>	<u>Adviser Signature</u>	<u>Date of reporting to DGS</u>

It is reported to the Kinesiology DGS that the student has achieved the following on this exam:

_____ **Passed**

_____ A copy of all committee questions, student responses, and evaluative grader feedback is attached

_____ A completed copy of the GS#17 Preliminary Written Examination Report for DGS signature is attached

_____ **Passed With Reservations**

_____ A copy of all committee questions, student responses, and evaluative grader feedback is attached

_____ A copy of the letter sent from the adviser to the student outlining the steps by which to remove the reservations is attached; the date by which these reservations must be removed is (three months from the date of this notification) is attached:

Last date to remove reservations: _____

_____ A second letter along with a completed copy of the GS#17 Preliminary Written Examination Report will be submitted by the adviser to the DGS upon successful removal of the reservations

_____ **Failed**

_____ A copy of all committee questions, student responses, and evaluative grader feedback is attached

_____ A completed copy of the GS#17 Preliminary Written Examination Report for DGS signature is attached

_____ The student must retake an entire new exam by the following date (six months from the date of this notification)

Last date to retake: _____