

## Education Program Frequently Asked Questions (FAQs)

### Purpose

#### ***Why do I need to take a comprehensive examination?***

Comprehensive examinations are required of all accredited doctoral programs and give the student a culminating experience through which one can demonstrate mastery of a given program.

#### ***Why did Argosy change the way the comprehensive examination was administered? (I liked it better the other way.)***

Argosy University has grown so fast throughout the United States and has become one nation-wide University, thus it is now necessary to systematize the comprehensive examination process. This will greatly enhance the credibility of the doctoral programs and the recognition that each student earning a terminal degree deserves.

### Eligibility

#### ***How will I know when I am eligible to take my comprehensive examination?***

All students allowed to take E7834, Writing for Research and Professional Publications, will qualify to take the exam (as long as all other courses requirements have been met) in the third week of the course.

### Cost

#### ***How much will it cost me to take the comprehensive examination?***

There is no cost involved in taking the comprehensive exam.

### Registration

#### ***Do I need to register on-line to take my comprehensive examination?***

As long as all other program requirements have been met, students in their third week of E7834 will take the exam as part of that course. While a petition to take the exam must be submitted, no additional online registration is required.

### Timing

#### ***How often will the on-line comprehensive examinations be offered during the year?***

The comprehensive examination will be offered six times a year during the third week of E7834.

#### ***How long will I have to complete my comprehensive examination?***

Students will access the exam electronically and will have 7 days to complete and submit it to their local campus exam coordinator.

#### ***What if I sign up to take the comprehensive examination and cannot finish it within the allotted time?***

If students cannot complete the exam within the 7 day exam period, they can re-take it at the next offering.

#### ***How long will it take for me to find out whether I passed my comprehensive examination?***

Students should allow at least 2-4 weeks to receive their exam results, but in any case before the E7834 class is completed.

### Preparation

#### ***What is the best way for me to prepare for the comprehensive examination?***

Students should start preparing for the exam from their very first course in the program. Outline essential material as you progress through each course so that you will be able to draw from this when preparing for the actual exam.

#### ***How long do most students take to study for and prepare for their comprehensive examination?***

This is a value judgment to be decided on by each student, keeping in mind that you are preparing for the exam during every course you take in the program. The exam is administered

electronically and is open book and open note, so keeping your course materials, adding to your outlines, or keeping a course by course journal will expedite the preparation process.

### **Expectations**

#### ***Do I have to use APA format in my comprehensive examination?***

Yes, all doctoral students are expected, and required, to follow APA formatting and standards in every course and writing assignment throughout the doctoral program.

#### ***How important is correct grammar and spelling in my comprehensive examination?***

Correct spelling and grammar is expected at all times from graduate level doctoral students.

#### ***Are the readers of my comprehensive examination expecting me to know all of the theories associated with my concentration?***

The readers expect students to exhibit a thorough knowledge of all relevant theories as studied throughout the doctoral courses.

### **Assistance**

#### ***Since English is not my primary language, can I have an editor look over my responses and make suggestions?***

Doctoral students are expected to take the exam without the help of an editor or other individual. Independent work is expected of all doctoral level students in completing the comprehensive examination.

#### ***Will there be anyone available while I am taking my comprehensive examination to answer any questions that I might have?***

The comprehensive examination questions are posted on the online toolbox on the first day of the comprehensive exam week. It is each student's responsibility to access the questions and complete the exam independently. If there are any technical questions that arise, the student may contact the comprehensive exam coordinator or administrator at the local campus.

### **Evaluation**

#### ***Who will grade my comprehensive examination?***

The comprehensive examination is evaluated by two approved and trained faculty members who serve as readers and are appointed by the College Dean or campus Dean/Program Chair. All readers are trained under the direction of the College Dean or Program Chair. Readers represent diverse educational disciplines and expertise and may include faculty from various Argosy University campuses. Examination review is confidential and no student-identifying information is provided to the reader. In addition, the identities of the readers are not provided to the student.

#### ***Will the two readers use a consistent method to evaluate my Comprehensive Examination?***

Yes, all readers will use an evaluation rubric to evaluate Comprehensive Examination questions.

#### ***Will I receive a grade for my comprehensive examination?***

The Comprehensive Examination is evaluated on a Pass/Fail basis, therefore no grades are given. There are three categories that may be assigned to comprehensive examinations by readers: Pass, Conditional Pass, or Fail.

##### **Pass**

When students earn a Pass on the examination they are eligible to proceed to dissertation study and petition to register for dissertation credit. In the case of the EdS degree, the Petition for Graduation may be submitted.

##### **Conditional Pass**

When students earn a Conditional Pass on their examinations, they may rewrite the portions of the examination that are deficient. If students elect to resubmit these question(s), they must be resubmitted to the Program Dean/Chair, who forwards them to the reviewers for re-evaluation within two weeks from the date on which the examination results were sent to the student. Students have one opportunity to rewrite the deficient portions of the examination for re-evaluation. If the resubmitted examination does not earn a passing score, the student will fail and be required to retake the examination.

Students should meet with their academic advisors to discuss the difficulties they had with the examination and to develop an individualized plan of action for completing the requirement.

Students will be provided specific feedback including:

- a copy of the examination, with written comments that provide explicit feedback regarding deficits and improvements needed in order to pass the examination and
- the evaluation rubric and scores.

**Fail**

Students who earn a Fail on their examination will have one additional opportunity to retake the examination. Students should meet with their academic or faculty advisors to discuss the difficulties they had with the examination, and to develop an individualized plan of action for completing the requirement.

The student will be provided specific feedback including:

- a copy of the examination with written comments that provide explicit feedback regarding deficits and improvements needed in order to pass the examination and
- the evaluation rubric and scores.

Students will also be required to submit a plan of study and a study schedule to the academic or faculty advisors.

***If I don't pass my comprehensive examination, what are my options and will I receive any assistance from Argosy University?***

Students who do not pass the Comprehensive Examination on the first attempt will be given one additional attempt to pass the examination. Remediation and tutorial assistance for retake examinations will be provided by the campus. Students who fail to pass the comprehensive examination on the second attempt will be dismissed from the program. Students may appeal dismissal results to the campus by following the Student Right to Appeal process stated in the Argosy University Academic Catalog.