

## Report to the Graduate Division on the Qualifying Examination

Date of examination: \_\_\_\_\_ Major: \_\_\_\_\_

Name: \_\_\_\_\_ SID: \_\_\_\_\_ Telephone: \_\_\_\_\_  
APPEARING ON STUDENT RECORDS (LAST, FIRST, MIDDLE)

Local Address: \_\_\_\_\_  
NUMBER, STREET, CITY, STATE, ZIP

**Nonappearance by the student.** If a student is not present at the time of the Qualifying Examination, both the committee chair and the student must submit a written explanation to the Associate Dean no later than 5 working days after the scheduled exam date. Only the Administrative Committee of the Graduate Council may rule a student's non-appearance at the scheduled time as a failed examination.

**Adjournment.** (Use only as a last step). If a student suffers from illness or psychological stress that prevents him or her from answering questions effectively during the exam or if there are other problems that prevent the exam from proceeding properly, the chair should recess the examination immediately. The committee should meet without the student to decide whether or not to continue the exam. If the committee decides that the exam cannot continue under the circumstances, the chair will adjourn the exam without a vote and immediately report the adjournment to the Graduate Services: Degrees at 642-7330. The chair must explain the action and the committee's recommendation for further action. The committee can recommend that the exam be continued within 21 days from the date of the adjourned exam. If the exam is not resumed within 21 days, it must be reported not as an adjournment but as a total or partial failure. The chair may inform the student of the recommended action if it is also made clear at that time that the recommendation must be reviewed by the Administrative Committee of the Graduate Council for approval. Exams should not be adjourned simply because the student's performance was not of passing quality, unless circumstances beyond the student's control

The Chair is responsible for making sure that the committee administers the exam fairly and follows these procedures. The exam must be held with the entire committee present for the length of the exam. Students may not be examined privately by committee members. If a committee member cannot attend, the exam should be rescheduled or the committee reconstituted. If an emergency, such as an illness or an accident, occurs just before the exam, the committee chair should call the Associate Dean, explain the problem, and request permission to conduct the exam under special circumstances (Graduate Dean's Office, 642-5472).

*Check here if there was partial attendance and submit a separate memo to the Dean of the Graduate Division fully explaining the circumstances and the effect on the outcome of the examination. A committee member who is absent for more than half of the exam must write a memo to the Associate Dean explaining the reason for the absence and presenting an opinion of the student's performance on topics covered while the member was present.*

**Voting procedures.** All members of the Qualifying Examination Committee must be present to vote on the exam and each member is expected to vote on the student's performance during the entire examination. Committees should make every attempt to reach a unanimous decision. The report should reflect the student's performance on the exam. It is not appropriate to add conditions to the examination verdict related to the dissertation topic, how the research should be conducted, who should be the chair, or how the student will be supported during the research phase.

**Committee Chairs:**

	Pass	Partial Fail	Fail	Signatures:
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CHAIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

ACADEMIC SENATE REPRESENTATIVE

**The reverse or second page of this form must be completed**

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Name: \_\_\_\_\_ SID: \_\_\_\_\_

**Pass.** The committee agrees that the student has satisfied the qualifying examination requirement and there is no split vote.

### Total Failure.

Committee recommends reexamination

Committee does not recommend reexamination; submit written explanation

If the exam results in a split vote, the chair must obtain the approval of the Graduate Division before making arrangements with the student and other committee members for a reexamination. Contact Graduate Services: Degrees, 318 Sproul Hall #5900, 642-7330, or grad.berkeley.edu/academic-progress/advising.

A total failure occurs if the Qualifying Examination Committee votes unanimously that the student failed the entire examination. The committee either:

- 1) recommends that the student take a second and final examination on all examination topics, or
- 2) does not recommend reexamination, which will result in the student's dismissal.

If a second and final examination is recommended, the following apply:

- 1) the committee must submit its "Report to the Graduate Division on the Qualifying Examination" with its recommendation,
- 2) committee membership for the student's retake must be the same as for the first exam,
- 3) the department must wait three months after the first examination before scheduling the retake unless an exception is approved by the Associate Dean (Graduate Services: Degrees, 318 Sproul Hall, #5900),
- 4) a third examination is not permitted. If the committee wishes to suggest preparation for the second examination through additional course work or special tutoring, this must be communicated to the student in writing with a copy to the Graduate Division.

If the committee does not recommend a reexamination, the consequences of which is the student's dismissal, a written explanation by the committee chair, must accompany the completed "Report to the Graduate Division on the Qualifying Examination" and be sent to Graduate Services: Degrees, 318 Sproul Hall #5900.

### Partial Fail

A partial failure occurs if the Qualifying Examination Committee votes unanimously that the student passed some topics but failed others. In this instance, the following apply:

- 1) a second and final examination is required,
- 2) the chair of the committee must write a letter to the student with information about his or her performance (pass or fail) on each of the three subject areas covered during the examination with a copy to the Graduate Division,
- 3) the committee may choose to examine the student on all topics or only on those failed during the first exam, but must communicate its decision to the student and the Graduate Division in the letter regarding the student's performance,
- 4) the retake must be scheduled no earlier than three months after the first examination unless an exception is approved by the Associate Dean (Graduate Services: Degrees, 318 Sproul Hall, #5900). A third exam is not permitted.

I certify that the information above is correct and that the student was registered at the time of the examination. I also certify that, if applicable, the student has been informed about human, stem cell, and animal subjects protocol procedures.

\_\_\_\_\_  
Signature of Qualifying Examination Committee Chair

\_\_\_\_\_  
Date

I have read the results of this qualifying examination and any conditions indicated. I certify that the foreign language requirement, if appropriate, has been fulfilled.

\_\_\_\_\_  
Signature of Head Graduate Advisor

\_\_\_\_\_  
Date

Send this formal report of the results, which must be signed by all committee members, to the departmental administrator, no later than two weeks after the exam.