



Hartford International
UNIVERSITY FOR RELIGION & PEACE

Student Name: _____
Instructor: _____
Date: _____

Comprehensive Exams Assessment Form

This form is to be completed by the student's Committee (section I) and then discussed with the Advisor. The completed and signed form is to be placed in the student's file by Registrar.

Unacceptable for PhD Level Work (will need to retake) (C)	Poor for PhD Level Work (B-)	Fair Level for PhD Work (B)	Competent Level for PhD Work (B+)	Distinguished Level of Quality (A-)	Exceptional Level of Quality for PhD Work (A)
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I. Title of Comprehensive Exam: _____

Content of the Major Exams:

Demonstrates knowledge of breadth of literature

Demonstrates in-depth mastery of literature

Interacts with and critiques the literature

Content of the Minor Exams:

Uses appropriate research methods

Rigorous analysis of the material

Sound conclusions based on argument

Quality of argument and writing

Clear, well-constructed, compelling argument

PhD level use of English language/grammar

Comments by Advisor:

¹ See the catalog for the HIU PhD grading system.



Student Name: _____
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2. Contribution of this tutorial to current PhD research proposal (Student and Advisor assess together)

Not sufficiently relevant	Some degree of relevance	Reasonable degree of relevance	High degree of relevance

Actions to be taken, if any. (Make response as long or short as necessary)

3. Possible adjustments to student's PhD Research proposal as a result of this tutorial work (Done by student) (Make response as long or short as necessary)

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Signature of Student: _____

Date: _____

Signature of Instructor/Committee: _____

Date: _____

Signature of Advisor: _____

Date: _____

Grading Guidelines

It is generally anticipated that doctoral students will be doing work at the A or A- level. However, students may receive up to two B grades (B+, B, or B-) in their program. A C will be considered a Fail, and the student will be reviewed for possible termination.

A means “Distinguished Work.” The student has demonstrated excellent work in all three of the following three categories of criteria.

1. Critical understanding, mastery of the material, and creative thinking about the theoretical framework of a tutorial, including the ability to critique work accurately in light of their area of research.
2. A critical and sensitive analysis of any data from field research, which demonstrates both competence in gathering data and analyzing the data in order to define principles and theoretical insights.
3. The use of resources that reflect a mastery of the breadth and depth of understanding of the literature available on the subject, accurate and appropriate quoting of literature, and accurate referencing to sources used.

A- means “Excellent Work,” but there is a weakness in one of the three criteria for an A

B+ means “Competent Work,” generally acceptable, does not quite meet at least two of the three criteria for an A.

B means “Fair Work,” that covers the basics but since there is a weakness in all at least two categories (see above), reflects room for improvement and development.

Minimal expectations for a “B” grade include:

1. Adequate demonstration of the basic requirements for addressing the topic, developing a logical structure, and using appropriate language, vocabulary, grammar, and spelling.
2. Shows a clear understanding of the theoretical framework for the tutorial, though may not be able to think creatively about the applications and implications of the study.
3. Analyzes material and field research adequately but does not pursue/explore the deeper questions raised by the research and/or does not develop well thought out themes from the research.
4. Uses resources appropriately, but may leave out key sources, or does not develop a breadth of resources.

B- means “Poor Work,” as there are weaknesses in all three categories, with additional work needed.

C means “Unacceptable Work,” as there are clear weaknesses with significant additional work needed in all three categories before material for the tutorial can be included in the dissertation. This level is not adequate for doctoral work and requires the student to re-register for this tutorial.