Computer Science

WAYNE STATE
College of Engineering

Ph.D. PROFICIENCY EXAMINATION APPEAL
POLICIES & PROCEDURES

POLICIES:

Students are required to complete the proficiency exam as a condition for continuing in the Ph.D. program in the Department of Computer Science. This examination is offered once a semester in the Fall, Winter, and Spring/Summer semesters.

When a student fails the examination, he or she may appeal the decision. It is the policy of the Graduate Committee that all appeals must be submitted in writing. In order to fairly judge the merits of an appeal, the student <u>MUST</u> provide documentation (as outline on the reverse side of this page) in support of his or her appeal to the Chair of the Graduate Committee. Appeals lacking any of these components will be returned to the student without any action. The student then has the option of resubmitting a complete appeal.

In order to allow for the timely processing of these requests and allow students to prepare for subsequent attempts at the proficiency examination should their appeal be denied, certain deadlines will be strictly enforced. All appeals must be submitted to the Chair of the Graduate Committee within 14 calendar days after the posting of the results of the Ph.D. Proficiency Examination. These appeals must be made in writing using the format described on the reverse side of this page. If upon immediate inspection, the Chair of the Graduate Committee determines that the student has not provided the required information in the specified format, the student must correct these deficiencies and resubmit within the above mentioned 14-day time period. Should the Graduate Committee subsequently decide that the appeal does not follow the proscribed format, the student will be given an additional 7 calendar days from the date of this decision and notification for a final repair of the deficiencies in the appeal. The Graduate Committee will render a decision within
14 days of the appeal period deadline. (Extensions to these deadlines may be granted only due to University closures.)

PROCEDURES:

The following documentation is required to appeal the results of the proficiency examination. The documents must be organized in this sequence and contain only the information that is relevant to that portion of written appeal:

(1) The student should go to his/her faculty advisor to review the relevant portion of the exam to determine if there is justification for proceeding with an appeal. A letter from the faculty advisor stating that the student has reasonable grounds for making the appeal must accompany the appeal package.

(2) A cover letter stating the reason for the appeal, justification for the appeal, and the remedy the student is requesting. This information must be provided in sufficient detail so that the Graduate Committee can render a decision. The cover letter must also include up-to-date contact information, including a regularly checked email address, so that the Graduate Committee can communicate with the student efficiently.

(3) A list of courses taken that is relevant to the subject in which the proficiency examination was attempted. This information must include the following: the semester in which each course was taken, the grade the student received in the course, and a description of any projects that were completed as part of that course, along with the grade of each project assigned.

(4) A question-by-question review of all the answers submitted by the student with a detailed analysis of each question. The student should include a statement of which questions he or she believes were answered correctly and a detailed justification for this belief. The student must also state which questions are acknowledged to have been answered incorrectly. Finally, for questions the student believes to be partially correct, give a justification of partial correctness, along with a detailed analysis of how correct the student believes the solution to be.

A copy of the student's proficiency examination will be made available by the Department Advisor. The student may review his or her exam in Department Advisor's office, but will not receive a copy of the exam to take from the office.

(5) The student may also provide supplemental information, such as a complete resume, copies of student projects, letters of recommendation, etc. These documents cannot be provided in lieu of the required documentation described above. The Graduate Committee is not required to consider this supplemental information when deciding the appeal.