Policies for the Written Comprehensive Examinations for the Masters in Biomathematics

1. **Eligibility to take the Comprehensive Examinations for the Masters Degree.**

   Students are eligible to take the examinations after they have demonstrated prior classroom exposure to the relevant subject matter. The same exams can be used for both Doctoral and Masters exams. Students must be enrolled in the Masters program for the policies in this document to apply. Masters students wishing to be considered for the Doctoral program should let the Chair of the Department know in writing and see the document “Policies for the Written Comprehensive Examinations for the Doctorate in Biomathematics” for the relevant policies and criteria for evaluation.

2. **Timing**

   For full-time students, these examinations must be first attempted no later than the summer of the second year although students wishing a Master’s degree are highly encouraged to attempt them after their first year. The examinations cover a minimum of three of the five core courses, Biomath 201, 202, M203, 204, or 210. The examinations must be passed by the end of the third summer. Part-time students must take these examinations for the first time by the end of three years.

3. **Scheduling**

   The examinations will be scheduled in the summer, but no later than 3 weeks before the first day of instruction, Fall Quarter. In consultation with the faculty who will be providing questions for the examinations, the Graduate Advisor will provide eligible students with a two week block of possible exam dates by the beginning of fall quarter. Students are to be available for any dates within that block of dates. Actual exam dates will depend on faculty availability and which comp exams need to be given, all which will be determined by the beginning of Spring Quarter.

   Any student sitting for an examination period must take a minimum of three examinations, unless one or more of these courses were passed previously at the doctoral level and banked (see 7.c).

   Reports of examination results are to be available to students before the first day of instruction, Fall Quarter.

   Students eligible to take more than 3 core examinations should notify the Examination Committee Chair and the Graduate Advisor at least 7 days in advance of the first core examination date as to whether they will be taking more than 3 examinations or which 3 they will attempt.

   There will be two examination periods per examination day. Each examination day will be separated by at least one day from the others. Examinations for
Biomathematics 201, 202, M203, 204, 205 and 210 will be scheduled on up to three separate days (when the need arises).

4. Format

The three required examinations address subjects taught in 3 of the 6 core Biomathematics classes, 201, 202, M203, 204, 205 and 210. The examinations are separated into subject areas to ensure that the student’s competence extends across these areas. Integration of knowledge is valued, and it should be understood that a question in one area can assume knowledge or proficiencies developed in one of the other Biomathematics subject areas represented in the examinations.

Any student sitting for an examination period for the Masters degree must take a minimum of three examinations.

Each examination is designed to be completed within two hours, but an additional hour is allowed for a student to complete the examination. A single examination will be taken within each allotted 3-hour examination period.

5. Limit on the Number of Times the Examinations can be Taken

Students are guaranteed one but at most two opportunities to take the examinations. Only exceptional circumstances, such as an unexpected illness, will receive serious attention by the committee that considers a petition for a third attempt (see appeals). All faculty members who have contributed questions to the Written Comprehensive Examinations in which the petitioner participated will be invited to serve on that committee. It is within the authority of this committee to require reexamination on certain or all subjects, or to deny the request.

6. General Requirement for passing the Examinations

For each examination, the faculty members who prepared that examination will read, correct and make an assessment of the student's competence based on the student's performance. For a Doctoral-level pass, the faculty members judge that the student has demonstrated competence that imparts ability in independent research. For a Master’s-level pass, the faculty members judge that the student has a level of competence less than the doctoral level but that still shows sufficient mastery of the fundamental subject matter to warrant an advanced degree.

Students are expected to make every effort to pass the examinations in their entirety on the first attempt because knowledge integration is one of the goals of the review process.

7. The Examination Committee will adopt the following guidelines for students taking the examinations for the first time

a. The Examination Committee will consider the results of the student’s 3 best core examinations. Students who have passed three examinations at
the Master’s or Doctoral level will be deemed to have passed the Written Comprehensive Examinations at the Masters level.

b. It is within the authority of the Examining Committee to recommend that the student complete prescribed remedial work under the direction of a member of the faculty.

c. The Examining Committee will review the entire academic record of students who passes one or none of the three examinations at the master’s level. It is within the Committee’s authority to deny this student another attempt at the examinations.

8. The Examination Committee will adopt the following guidelines for students taking the Examinations for the second time:

a. Same as 7.a.

b. Same as 7.b.

c. Students who fail to perform at the level of (7.a) will be deemed to have failed the Written Comprehensive Examinations at the master’s level.

9. Appeals

Students wishing to appeal the decision of the Examining Committee should submit a written petition to the Curriculum Committee and Department Chair.

10. Make-up Examinations

There will be no scheduled make-up exams. Under rare and extreme circumstances (i.e. serious medical illness with medical documentation or death of an immediate family member), a student may reschedule an examination with permission of the faculty. Students are responsible for providing documentation and scheduling with the instructor and the Curriculum Committee. The examination will be rescheduled at the convenience of the instructor. Failure to abide by this process will result in the missed examination being recorded as a fail.

11. Academic Integrity

As with all academic work at UCLA, the student code of conduct is in effect during these exams. Students caught violating the code will fail all exams and will be required to leave the program.