



COLLEGE OF SCIENCE

LUNAR & PLANETARY LABORATORY

PTYS/LPL Written Comprehensive Exam Best Practices

Faculty Committee Chair Responsibilities

1. Receives all comments and paper revision recommendations from the Written Exam Committee.
2. Works with the student to ensure comments and paper revision recommendations are addressed.
3. Takes a vote from the committee after each round of revisions to determine whether the paper constitutes a submittable draft (student has passed exam) or whether further revisions are necessary.
4. Informs student and the graduate coordinator (apbrenton@arizona.edu) of the committee's decision for each round of revisions.

Committee Member Responsibilities

1. Sends all comments and paper revision recommendations to both the student and the faculty committee chair **within one month of receipt of the exam submission**.
2. Submits a "pass" or "further revisions necessary" vote after each review of the exam paper.

Student Responsibilities

1. Sends all copies of written exam work to their Written Exam Committee and the graduate coordinator (apbrenton@arizona.edu).
2. Works with faculty committee chair to ensure that all committee comments are addressed and the paper reflects substantive changes from the previous iteration.
3. Suggested email text to committee members when sending out drafts of the exam:

*"Thank you for agreeing to serve on my written exam committee. The first draft of my written exam is attached and ready for your review. I appreciate any feedback you may have. Per department policy, the committee has until **[DATE]** to review and return comments and revision recommendations to **[Faculty Advisor]** and myself."*