

<b>Policy and Procedure Arizona State University</b>		<b>Number SWK 316</b>
<b>Manual Social Work</b>	<b>Section Academic Policies</b>	<b>Page 1 of 1</b>
<b>Subject Comprehensive Examinations</b>	<b>Effective 8/18/86</b>	<b>Revised 5/00</b>

**PURPOSE:** To establish responsibility for comprehensive examinations

**SOURCES:** Faculty Council Minutes, 3-27-87

**APPLICABILITY:** All faculty and MSW students, School of Social Work

**POLICY:** Comprehensive Examinations - MSW Program

Within the School of Social Work, the following policies for comprehensive exams will apply:

- A. All MSW students must take a comprehensive examination or do a thesis (SWG 599; 3-6 credit hours) prior to graduation. Preparation of examinations and instructions to faculty and students are the responsibility of the MSW program committees—MSW-ADP for Advanced Direct Practice students and MSW-PAC for Planning, Administration, and Community Practice students. Content and format for administration of comprehensive examinations shall require final approval by the Faculty Council.
- B. The first and second weeks of April shall be set aside every year for comprehensive examinations. Special arrangements will be made in those years when religious holidays fall on these days. In addition, the exam will also be offered once in July.
- C. Students shall be permitted to take comprehensive examinations only after all required and elective courses and field placement experiences have either been completed or are being taken. Students may petition in writing to the MSW Coordinator for a variance in this policy.
- D. An examination may be rescheduled if in the opinion of the MSW Coordinator and the appropriate program Chair, extenuating circumstances exist which would preclude the student from taking the exam on the scheduled date. If illness or other conditions beyond the control of the student necessitates postponement/rescheduling of the examination, the student shall make a request in writing to the MSW Coordinator stating the circumstances behind the request.
- E. Students who fail the initial examination will be given an opportunity to take an oral examination. Final decisions on the membership of the oral examination committees shall rest with the appropriate program committee (MSW-DP or MSW-PAC). The program committees shall establish the requirements for the oral exam and the program chair shall inform the students in writing of the date, time, and preparation requirements for the exam.