



Request to Retake Comprehensive Exam

Purpose: Students that fail their first attempt at any element of the comprehensive exam may be granted a second attempt of that element. This form formalizes the request by the student to re-take one or more elements of the comprehensive exam.

Procedure: This request must be submitted by the student within five working days of when the student is notified of their failure of the comprehensive exam. This request to retake must be approved by both the student's research advisor and Steering Committee.

The second attempt of the requested elements of the exam must be completed by the end of the following semester, not including summer.

Student Information:

Student Name: _____ Date: _____

Student ID: _____ Email: _____

Research Advisor: _____

Student Request:

I, _____ was notified on _____ that I did not pass one or more elements of the comprehensive exam. I am submitting this request, within 5 working days of being notified, to retake the _____ component(s) of the comprehensive examination before the end of the _____ semester.

Justification:

Student Signature: _____ Date: _____

Approve Disapprove

Research Advisor: _____ Date: _____

Steering Committee Rep: _____ Date: _____