

# DOCTORAL PRELIMINARY EXAM RETAKE REQUEST FORM

Directions:

- Form fields must be typed. Authenticated digital signatures required.
- Submit one copy to student's department.
- Submit the original to OASIS.
- Student should retain one copy of completed form for his/her personal records.

Student's Name

EMPLID

Department

### Academic Plan/Major

By signing this form, I understand that, doctoral students can take the preliminary examination for admission to candidacy only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program.

Student Signature — printed name & signature

Current Date: \_\_\_\_\_

*Approved by:*

(Co-) Major Professor — printed name & signature

(Co-) Major Professor — printed name & signature

Department Chair — printed name &amp; signature

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Academic Dean — printed name & signature

Rev. 23 July 2020

*University policy states, "If a student fails the preliminary examination prior to admission to candidacy, a re-examination may be requested, but it must be recommended by the student's supervisory committee and approved by the Academic Dean's Office. Students can take the preliminary examination for admission to candidacy only two times. At least one semester of additional preparation is needed before the re-examination. A second failure on the preliminary exam makes the student ineligible to continue in the degree program."*

Anticipated Semester/Year of 2<sup>nd</sup> Exam Attempt:

**Statement from the major professor(s):** Address the plan for additional exam preparation and the timeline for completion. If additional space is needed, an attached page may be included.