

College of Optical Sciences

Written Qualifying Exam Petition Process

Students must petition the graduate exam committee to seek approval for a third attempt to complete the written qualifying exam if they wish to remain in the Ph.D. program. This petition should be submitted to the graduate advisor no later than one month after receiving the exam results. It is the responsibility of the student to ensure all documentation for a petition is completed and submitted for review. The petition must have following documentation:

- 1.) **Student Letter:** Provide an explanation of why you believe the result would be different than your second attempt.
- 2.) **Proposed Study Plan:** Outline a plan that reflects on the causes of failing the first two attempts (e.g., include a description and quantify study time and technique) and describes a path for assuring success on the third attempt. The plan must quantify how much time you will devote to studying/research in preparation for your third attempt.
- 3.) **Advisor Letter of Support:** A letter from your advisor should confirm their support for your proposed study plan and continuation in the Ph.D. program. Your faculty advisor must also detail the level of academic and/or financial support they will provide. The advisor may submit the letter directly to the graduate advisor.

The graduate exam committee will make the final decision. If your petition is approved, you must also submit an update of your study progress to the graduate advisor before your third attempt. This update should include documentation of your actual study time and must be coordinated with your faculty advisor.