

College of Optical Sciences

Written Comprehensive Exam Petition Process

Students must petition the comprehensive exam committee to seek approval for a third attempt to complete the written comprehensive exam if they wish to remain in the Ph.D. program. Your petition for a third attempt will require justification and explanation of why you believe the result would be different than your second attempt. The petition must include a proposed study 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.

Additionally, the petition must quantify what level of support your major professor provided previously (how much study time and research time were expected), how much study time he/she will give you to prepare for your next attempt and how much research time will be expected while you prepare for your third attempt.

The petition must take the form of a letter and requires an accompanying letter of from your major professor that confirms a commitment to support implementation of your study plan. This petition must be submitted within one month after the written comprehensive exam to the associate dean of academic programs.

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

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