



**Appeal for Approval to take the Master's/Specialist Comprehensive Exam for the Third and Final Time**

Please submit this completed form and the department-approved study plan to the Graduate School for review.

**The plan of study must be specific and include study material, progress update meetings with your advisor, and identify key professors with whom you will work to prepare for the exam.**

Student: \_\_\_\_\_ CWID: \_\_\_\_\_

According to University Procedure [11.99.99.R0.13 Examinations for Graduate Degrees](#), if a student fails the comprehensive examination upon the second attempt, a third and final attempt may be taken only with the recommendation of the Department Head/(Associate) Director and approval of the Dean of the Graduate School. A student will not be eligible to receive his or her degree in a master's/specialist program if the appeal to take the comprehensive examination for a third time is denied, if the approval to take the exam for the third time is revoked by the department due to the student's failure to adhere to the approved plan, or if the student fails to pass the comprehensive exam for the third time.

Student Section: If your appeal is approved and you receive permission to take the comprehensive examination for the third and final time, you must carefully review the below. Your signature acknowledges that you understand and agree to each of the following bulleted items:

- **You** are responsible for adhering to the approved plan. If for any reason you are unable to adhere to the plan, you should immediately contact your advisor.
- If you do not adhere to the approved plan, your department has the authority to revoke the approval for you to take the comprehensive examination for the third and final time.
- If you do not adhere to your approved plan and your department revokes your approval to take the comprehensive examination for the third and final time, you will not be eligible to receive a degree in this master's/specialist program.
- If you fail the comprehensive exam for the third and final time, you will not be eligible to receive a degree in this master's/specialist program.

Once again, if you receive approval to take the comprehensive examination for the third time, the result of the third attempt of the comprehensive exam is final. Your approval to take the comprehensive examination for the third time is the outcome of your final appeal.

I have met with an advisor and we have agreed on the attached plan. I am requesting to retake my exam: \_\_\_\_\_  
(semester/year)

for the \_\_\_\_\_ master's/specialist program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Print Name: \_\_\_\_\_ Approved / Denied  
Signature Date

Dept. Head: \_\_\_\_\_ Print Name: \_\_\_\_\_ Approved / Denied  
Signature Date

**Your appeal and plan of study for retaking the Comprehensive exam for a 3<sup>rd</sup> and final time are:** **Approved** **Denied**

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_