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## Retaking Comprehensive Exam for Dissertation Extension

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\_\_\_\_\_  
Student

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Major

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### Extension Guidelines

Doctoral students may take up to five years from the term in which comprehensive exams are taken and passed to complete their dissertation work. A one year emergency stop-out may be requested by the student. During the stop-out the student must register for a minimum of 1 hour of dissertation credit per term. An additional extension of two years beyond the 5+1 year limit would require **successful completion of a second comprehensive exam that is scheduled, taken, and graded within one term of the expiration of the 5+1 year limit. The two years will begin in the term after the second comprehensive exam is passed. Failure to pass the second comprehensive exam will terminate the dissertation process.**

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Re-test Date: \_\_\_\_\_

New Dissertation Deadline: \_\_\_\_\_ (Term/Year)

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\_\_\_\_\_  
Student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dissertation Committee Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*File copy in the candidate's folder in the major department. A copy of the form should be included with the candidate's Graduation Application.*