

REQUEST TO SIT FOR COMPREHENSIVE EXAM

Ph.D. in Public Policy Analysis

Note: The applicant must have completed all CORE courses prior to sitting for the comprehensive exam.

Name: _____ U#: _____

Email Address: _____ Phone Number: _____

Semester and Year of Admission to the program: _____

What is your current GPA? _____

Are you in Good Academic Standing with the University? YES NO

Is this your first time requesting to sit for the comprehensive exam? YES NO

If no, skip to page 2.

By completing this request to sit for the comprehensive exam I understand it is my responsibility to complete this application, submit all required documents in the course's moodle, and read the comprehensive exam guidelines found on the college's website.

The applicant must submit in Moodle

- a completed Request to Sit for Comprehensive Exam form
- a completed plan of study
- an unofficial transcript

I understand that my completion of this form and submission of my documents does not qualify me to sit for the comprehensive exam. This form is only my formal request to sit for the exam. I understand I will be notified in writing if I am eligible to sit for the exam at least ten business days prior to the examination. My signature below affirms my knowledge of the process.

Printed Name: _____

Signature: _____ Date: _____

REQUEST TO SIT FOR COMPREHENSIVE EXAM RETAKE

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What semester and year did you sit for the exam previously?

Semester: Fall Spring Year: _____

Did you fail the entire exam? YES NO

If no, please mark the sections you did not pass below.

PPOL 700 & 702	Quantitative Methods (Quant. I and II)
PPOL 704	Research Methods
PPOL 706	Program Evaluation
PPOL 708	Program Implementation
PPOL 710	Microeconomics
PPOL 712	Macroeconomics
PPOL 714	Political Philosophy
PPOL 718 or PPOL 720	Social and Political Institutions or Public Policy Analysis

I understand that my 1st attempt was the written exam I did not pass. I also understand my 2nd attempt was the oral exam I took in the same semester and did not pass. I understand this written exam is my 3rd and final attempt to pass the comprehensive exam. Additionally, I understand the time allowed to sit for the exam will be adjusted according to the number of subjects I am retaking. The time allotted for retakes is provided in the table below. Failure to pass any section during this 3rd attempt will terminate my matriculation in the program.

This information is provided in the department's Comprehensive Exam Guideline. It states,

Each exam response must receive a minimum grade of meets expectations by consensus of the committee or from at least two graders to pass. If a student does not pass any part of the comprehensive exam, he/she will have one opportunity to defend the exam submission orally and if the student passes the oral exam, they will successfully meet the requirements for the comprehensive exam. However, if students are not successful in either the written or oral exam, they will have only one opportunity to repeat the written exam the next semester or no later than one year after the first attempt.

My signature affixed below affirms that I understand the aforementioned programmatic policies and hereby agree to comply with all policies printed above.

Printed Name: _____

Signature: _____ Date: _____