

Guidelines for Exam Petition Requests

The following applies to Master's Comprehensive Exam, Master's Portfolio or Inquiry Project, Doctoral Screening Exam and Doctoral Written Qualifying Exam

Reasons for Consideration of Moving Exam Date:

1. Previous personal arrangement that has been scheduled at least 6 months in advance and is unique and unchangeable. Examples include family member wedding, grandparents' 50th anniversary. Very one-time only event. Should not include family vacation or visit from out-of-town guests or personal obligations that can be scheduled at another date;
2. Extenuating circumstance, such as illness, death or other family emergency;
3. Professional, unique opportunity that is directly related to academic interests; or
4. Religious observance.

The guide is an extraordinary **and** compelling reason.

Process:

1. Student writes petition, can be one paragraph explanation.
2. Student secures advisor approval.
3. Submits to OSS.
4. OSS secures Division approval and forwards to CDAS for consideration.
5. CDAS makes decision and student is informed by OSS.

Timeline for submitting request:

Submitted along with exam application or at least one month in advance of exam start date (e.g., for portfolio projects). An exception to this timeline is Reason #2 of extenuating circumstance of emergency. In this situation, the request is submitted as soon as possible.