



Program of Higher Education and Student Affairs Leadership

Permission to Take Ph.D. Comprehensive Exam

SECTION A

Name _____
Last First Bear #

Local Address _____

Semester/Date of Exam _____ Student Signature _____

I request permission to take the written comprehensive examination.

Sections B-D Are Completed By Advisor

SECTION B

THE STUDENT MUST HAVE APPROVAL OF THE PROGRAM ADVISOR TO TAKE THE WRITTEN COMPREHENSIVE EXAMINATION.

Print name of Program Advisor Signature of Program Advisor(s)

SECTION C (For Office Use Only)

GUIDELINES FOR ISSUING A DOCTORAL COMPREHENSIVE PERMIT

1. _____ Plan of study on file in the Graduate School.
2. _____ 36 completed semester hours beyond the Master's degree with 24 semester hours at UNC.
3. _____ At least two progress reports on file in Program Office.
4. _____ Four-person committee approved by Graduate School.
5. _____ Must have grade point average of at least 3.00.

_____ Eligible _____ Ineligible
Initial Date

SECTION D

The records of the above named student have been checked. The student is in good standing in his/her degree program and is hereby authorized to take the written comprehensive examination. This permit and results of the written comprehensive examination must be returned to the Graduate School by _____ for students to schedule the oral examination.

To the Program Advisor: If you do not give the exam to this student this semester, the student must apply for a new permit for the semester in which he/she takes the examination.

PLEASE CIRCLE ONE:

Passed Failed Did Not Take

Signature of Program Advisor Date

DOCTORAL WRITTEN COMPREHENSIVE REQUEST FORM

REQUEST FOR A PERMIT TO TAKE THE WRITTEN COMPREHENSIVE EXAMINATION

Directions:

1. Fill out section **A**.
2. Submit this form to your advisor for his/her approval. (Section **B**).
3. The advisor will return the form with Sections A and B completed to the HESAL Program Office at least **two weeks** in advance of the actual test date(s).

YOUR REQUEST MUST HAVE THE APPROVAL OF THE ADVISOR AND ELIGIBILITY CONFIRMED BY THE HESAL PROGRAM OFFICE BEFORE YOU TAKE THE WRITTEN COMPREHENSIVE.