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**Request for Extension for Preliminary Examination**

The Graduate School requires submission of the [Report of the Doctoral Preliminary Examination](https://gradschool.duke.edu/sites/default/files/documents/form_preliminary_exam.pdf) for all PhD students by the end of the final exam period at the end of their third year (sixth semester after matriculation.) Students who are not able to complete their preliminary exam by the end of their third year must request approval for an extension using this form. The student must provide an explanation for the request and schedule a date for the examination. Requests based on medical reasons must be accompanied by documentation from a treating medical practitioner. This request and deadline must be approved by the student’s advisor and DGS. All requests are subject to the approval of the Academic Dean of the Graduate school and reviewed individually. Students not meeting this requirement are subject to dismissal from the University.

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| **Unacceptable reasons for extension include:*** Voluntary leave of absence
* Misunderstanding of Graduate School policy
* Changing projects
* Publications, internships, additional research
 | **Possible reasons for extension include:** * Change of departments
* Medical emergency
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Name of student Email Department Student ID

Explanation for request to extend, **including specific, scheduled date**:

Advisor (printed name) Signature to approve request Date

DGS (printed name) Signature to approve request Date

Graduate Academic Dean for approval of this request Date