



Extension of Time to Complete a Degree Program Request

College of Graduate Studies

POLICY: Coursework completed beyond the allotted time for a certificate or degree (Graduate Certificate: 4 years; Master's degree: 7 years; Doctoral degree: 8 years with prior Master's degree or 10 years without a prior Master's degree) cannot be used to meet the graduation requirements for a certificate or degree without the approval of this form by the advisor, department chairperson, and the Dean of the College of Graduate Studies.

Requests for an extension of time are rarely granted and only considered if continued progress toward the degree is evident. Extensions granted by the College of Graduate Studies are for a one-time period of 12-18 months maximum. Course credit transferred from another institution cannot be extended.

Type or Print Clearly

Student: _____ Student ID #: _____ Requested Graduation Date: _____

Last
First
Middle
Former

Contact Information: _____

City
State
Zip
Email
Phone Number

Exact title of your degree and curriculum as printed in the Graduate Bulletin: _____

Number of graduate credit hours earned on degree program to date: _____ Cumulative Graduate Grade Point Average: _____

List courses still to be completed (e.g. EDU 675): _____

Extensions of time request forms are not reviewed without the following information:

1. In the table below (attach an additional list if necessary) list all coursework that needs to be included on your degree program that will be beyond the time allotted for your degree program including all course work that will expire by your requested extension date. Remember course credit transferred from another institution cannot be extended.
2. Attach: a) for each of the courses requiring an extension, provide a statement giving explicit reasons why the outdated courses are still a viable part of your graduate program and how you have kept up-to-date with the current course content of each course; and b) a description of the "extenuating circumstances" which justify the extension. Typically "life" events (employment changes, promotions, and responsibilities, marriage, and births) do not count as extenuating circumstances.)

Dept. & Course #	Course Title	Date Earned	Credit Hours
HSC 726	Example: Course Title Needing an Extension	12/2006	3

Student Signature: _____ Date: _____

The Extension of Time Request Form is not approved until ALL signatures have been obtained and ALL have indicated their approval.

Approve Deny

Advisor: _____

Signature
Print Name
Date

Chairperson: _____

Signature
Print Name
Date

College of Graduate Studies Dean: _____

Signature
Print Name
Date

Distribution: College of Graduate Studies, Advisor, Chairperson, Student

(1/09)