Extension of Time to Complete a Degree Program Request
College of Graduate Studies Off Campus Programs

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 intended for only 3-9 credit hours and a one-time period of 12 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:__________________________________________Program Center: ____________
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: ____________ Date of First Graduate Coursework: ____________

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 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. DO NOT list courses you still need to complete. ALL courses requiring an extension must be listed on the form. Use multiple forms if necessary.

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 Attach: a) for each of the courses requiring an extension, provide a statement giving explicit reasons why the outdated courses are still a viable part of your graduate program and how you have kept up-to-date with the current course content of each course; b) a description of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; c) graduate transcript; and d) copy of the student's authorization of program plan.

<table>
<thead>
<tr>
<th>Dept. &amp; Course #</th>
<th>Course Title</th>
<th>Date Earned</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 726</td>
<td>Example: Course Title Needing an Extension</td>
<td>12/2006</td>
<td>3</td>
</tr>
</tbody>
</table>

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: ____________________________

☐ Program Director: Signature: ____________________________ Print Name: ____________________________ Date: ____________________________

☐ College of Graduate Studies Dean: Signature: ____________________________ Print Name: ____________________________ Date: ____________________________

Distribution: Original: Center Services Copies: Student file, Program Center, Student

(9/13)