



# Request for Time Extension to Complete Graduate Degree Requirements

To Be Completed and Submitted by the Graduate Program Director

## Section 1: General Guidelines

1. This form is to be completed **by the program, not the student**. If completed by the student, it will be returned.
2. The student and program should be familiar with policy [Time Limits for Completing Graduate Programs](#) in the **Academic Regulations section** of the Graduate Catalog.
3. Time extension requests should be submitted before the initial time limit is reached.
4. The program can attach a statement from the student if they wish. **The student should not fill out the form.**
5. Second requests for time extensions will only be considered for extreme extenuating circumstances.
6. **Additional documents to support the request should be attached/included.** If student is in a thesis or dissertation program, date of final defense should be included along with detailed timeline of tasks to be completed with due dates. Justification must include reasons for why extended time is needed including specific reasons thesis or dissertation requires additional semesters, if applicable. Please indicate or provide documentation that student's mentor and committee are aware and in support of this request. [Clear demonstration that a student has remained current in the field is required for situations where older courses are requested as part of the extension.](#)

## Section 2: Student Information

Student Name:

Date of Request:

Banner ID:

Email:

Degree & Program:

## Section 3: Time Extension Dates

Semester Admitted to this program:	Fall	Spring	Summer	YEAR
Extend time through:	Fall	Spring	Summer	YEAR (this should be graduation term)
This is a	First	Second	request.	

Student Name

Banner ID

## Section 4: Time Extension Request Information

- (1) Please provide a thorough **JUSTIFICATION** as to why this student needs a time extension. Include additional pages/space and documents as needed. **Please describe extenuating circumstances causing the student to extend past the time limit. Be thorough, descriptive, and attach documentation to support the request.** See instruction #5 above.
  
- (2) Please provide a detailed listing/outline of the tasks remaining to complete the degree and the timeline for the work with due dates. A thesis or dissertation defense date should be provided if appropriate for the degree.
  
- (3) Please provide a statement of impact on the currency of the student's course work and research effort for the work that falls outside of the allowed time limit. (Statements that the course content has not changed are not acceptable; the student's knowledge must demonstrate currency.)
  
- (4) If the time extension is necessary due to an absence in enrollment, please describe employment or activities related to the course work that is aging out that took place during the absence. For example, was the student working in the discipline and applied information from the aging-out courses? Evidence that the information was applied supports currency of knowledge

(5) Please list the specific courses that will be aged out at the expected term of graduation listed on Section 3. There is room for 14 courses. Please add a separate list if more than 14 courses.

Course name/number	Term course completed	Course name/number	Term course completed

### Signatures of Support

For help creating a digital signature, review [Adobe help pages](#).

Signature & Date of thesis or  
dissertation director (as  
appropriate)

\_\_\_\_\_

Signature & Date of Graduate  
Program Director

\_\_\_\_\_

Signature & Date of Student  
Requesting Extension

\_\_\_\_\_

### Graduate School Approval

Time Extension Approved  
Through (which semester)

\_\_\_\_\_

Graduate School notes and/or  
modifications to the request

\_\_\_\_\_

Signature & Date Dean or  
Associate Dean of the  
Graduate School

\_\_\_\_\_

Reviewed by GCEC

Date or N/A:

Copies to: Registrar, Department, Student, Graduate School  
Revised 10/11/2018

Student Name

Banner ID