



## Graduate Degree Time Limit Extension Form

\*The Degree Time Limit Extension Form must be completed for all qualifying students who exceed the 6-year time limit for degree completion (7-years for degree programs in education and 8-years for a Ph.D in Psychology).

### Instructions:

1. Student completes **Part 1** and submits form and a letter of appeal to their Program Director
2. Program Director makes a determination, completes **Part 2** and forwards for final approval
3. Completed form with all signatures is submitted to the Registrar's Office in Parker Hall

### Part 1: Completed by Student

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Phone: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

*\*A letter of appeal must be attached prior to submission*

### Part 2: Completed by Program Officials

#### Extension Decision:

Approved  Denied

Original Date of Admittance: \_\_\_\_\_

If approved, reason for extension:  \*Extraordinary Circumstance  Military Services

\*Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Revised Completion Deadline Date: \_\_\_\_\_

#### Signature Approval:

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Graduate Studies (College or School of Nursing)

\_\_\_\_\_  
Date

\*If the Program Director and Director of Graduate Studies are the same, then the Dean's signature is required.

GSA's Initials: \_\_\_\_\_ Date: \_\_\_\_\_