



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: _____