

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 programs in the College of Education and School of Nursing and 8 years for the Ph.D. in Psychology).

Instructions:

1. Student completes Part 1 and submits letter of appeal to their Program Official. Include supporting documentation, if applicable.
2. Program Official reviews the request and makes a determination. If approved, a timeline for degree completion and benchmarks to mark progress must be attached, signed by **both** the student and Program Official (see attached example).
3. Program Official forwards for approval from College or School's Dean.
4. If approved in the Dean's Office, form is forwarded to Graduate School Dean for final approval.
5. Completed form with all signatures is submitted to the Registrar's Office for processing.

Part 1: Completed by Student

Name: _____ ID # 917 _____ Phone: _____

Degree: _____ Major: _____

****A letter of appeal and any supporting documentation must be attached to this form prior to submission.***

Part 2: Completed by Program Officials

Extension Decision: Approved Denied Original Date of Admission: _____

If approved, provide reason for extension: *Extraordinary Circumstance Military Service

*Comments _____

Revised Completion Deadline Date (*attach timeline and benchmarks*): _____

Signature Approvals: _____	_____
Program Official	Date
_____	_____
College or School Dean	Date
_____	_____
Graduate School Dean	Date

Timeline for Degree Completion and Benchmark Template (*example*)

Semester:
Courses to be completed:
1.
2.
3.
4.

Semester:
Courses to be completed:
1.
2.
3.
4.

Semester:
Courses to be completed:
1.
2.
3.
4.

Benchmark 1: _____
_____ Deadline: _____

Benchmark 2: _____
_____ Deadline: _____

Benchmark 3: _____
_____ Deadline: _____

Student Signature Date

Program Official Signature Date