GRADUATE (MASTER’S) PROGRAM EXTENSION REQUEST

Last Name_________________________________________  First Name_________________________ M.I.______________________

Student G#_________________________________________

Student’s Signature_________________________________________  Date________________________

Current Program/Concentration______________________________________________________________

Degree requirements must be completed within six years from the date of initial registration as a graduate student admitted to degree-seeking status in the College of Education and Human Development. Under certain extraordinary circumstances, a student may request an extension, for one semester, to this time limit.

In the area below describe your reasons for this request.

Only the Associate Dean of Student and Academic Affairs may grant an extension.
The Associate Dean’s decision is final and cannot be appealed.

APPROVAL: Department Use Only:

Major Code:_________________________________________  Concentration Code:__________________________

Associate Dean: ___________________________________________  Date: ____________________________

Feb. 2012
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Purpose: To petition for a program extension beyond the university’s six-year limitation.

Instructions: The student should discuss a program extension with their Academic Program Coordinator. If the extension is supported, the Academic Program Coordinator will email a statement of support and justification (documentation) for the extenuating circumstances that precluded the student from completing their program during the six-year timeframe. In addition, a definitive timeline for completion of all program requirements will be sent to the Associate Dean for Student and Academic Affairs (Dr. Ellen Rodgers).

If coursework was completed by the student more than six years prior to their initial enrollment, the Academic Program Coordinator will indicate the relevance and timeliness of any (or all) dated coursework.

Once approved by the Associate Dean, the official request for the extension will be forwarded to the Vice Provost. The following signature is needed for approval:

- Associate Dean for Academic & Student Affairs (Dr. Ellen Rodgers)

Notes: A detailed explanation of the circumstances precluding completion in a timely manner (including documentation) should be included and should be of significant merit to warrant the request.