



Extension of Time to Complete a Degree Program Request Form

College of Graduate Studies Off-Campus Programs

POLICY: Course work completed beyond the allotted time for a certificate or degree (Graduate Certificate: 4 years; Master's degree: 7 years; Doctoral degree: 8 years with prior Master's degree or 10 years without a prior Master's degree) cannot be used to meet the graduation requirements for a certificate or degree without the approval of this form by the advisor, department chairperson, and the Dean of the College of Graduate Studies.

Requests for an extension of time are rarely granted and only considered if continued progress toward the degree is evident. Course credit transferred from another institution cannot be extended. Extensions granted by the College of Graduate Studies are for a maximum of 12-18 months. Course credit transferred from another institution cannot be extended.

Type or Print Clearly

Student: _____ Student ID #: _____ Expected Graduation Date: _____
Last First Middle Former

Contact Information: _____ Program Center: _____
Street and Number City State Zip E-mail Phone

Exact title of your degree and curriculum as printed in the Graduate Bulletin: _____

Number of graduate credit hours earned on degree program to date: _____ Cumulative Graduate Grade Point Average: _____ Date of First Course Work: _____

List courses still to be completed (e.g. EDU 675): _____

Extensions of time request forms are not reviewed without the following information:

- In the table below (attach an additional list if necessary) list all course work that needs to be included on your degree program that will be beyond the time allotted for your degree program including all course work that will expire by your requested extension date. Remember course credit transferred from another institution cannot be extended.*
- Attach: a) for each of the courses requiring an extension, provide a statement giving explicit reasons why the outdated courses are still a viable part of your graduate program and how you have kept up-to-date with the current course content of each course; and b) a description of the "extenuating circumstances" which justify the extension. Typically "life" events (employment changes, marriage, and births) do not count as extenuating circumstances.

Dept. & Course #	Course Title	Date Earned	Credit Hours	Place Earned	
				CMU	Transfer*
HSC 726	Applied Leadership	Fall 2006	3	✓	

Student Signature: _____ Date: _____

The Extension of Time Request Form is not approved until ALL signatures have been obtained and ALL have indicated their approval.

Approve Deny

Advisor:

Signature Date Print Name Date

Program Director

Signature Date Print Name Date

Dean of Graduate Studies:

Signature Date Print Name Date

Distribution: Original: Center Services Copies: Student file, Program Center, Student Form #7 308 23670