

Request for Extension of Time to Complete Degree Program

To request an extension for the time to complete your degree program*, both the department supervising your program and the Graduate Council must review and approve your application. If your request is denied, your status will be administratively changed to non-degree (graduate-at-large). Please attach a completed *Graduate Council Petition* to this form.

Social Security No. _____

Last Name _____ First Name _____ Middle/Maiden _____ Birth Date _____

Street _____ City _____ State _____ Zip Code _____

Day Phone _____ Evening Phone _____ Email Address _____

If you are not currently attending, when was your enrollment at CSU, give term and year? _____

Have you attended another institution since your last enrollment at CSU? If so, when/where _____

Have you requested a previous extension? Yes No. If yes, what work was completed during this extension?

What impeded your progress?

Briefly explain why you should be granted an extension.

Please itemize all requirements necessary for you to complete your degree and include a timetable for completing them. Make certain that you include a date by which you plan to complete the degree.

I certify that all of the answers I have given on this application are complete and accurate to the best of my knowledge.

Student's Signature: _____ Date: _____

* Generally, graduate students have 6 years in which to complete the master's degree or 7 years for the doctoral degree, except that students admitted to Social Work have 4 years and International students have 2 years.

To be completed by graduate advisor and department chair. Forward completed form to the Graduate Council, The School of Graduate & Professional Studies, NLB 334. Your responses to the following questions will aid the Graduate Council members in formulating a decision as to whether the student's program should be extended.

Has the student made any progress toward degree completion? Please explain.

If applicable, has the student made any progress toward completion of the thesis/dissertation?

If no progress has been made, are there any extenuating circumstances? Please describe.

Comment on the student's remaining requirements and the student's proposed timetable for degree completion. If the proposed timetable is not feasible, please recommend alternative.

Request for extension: Approved Not Approved _____
Graduate Advisor/Program Director

Request for extension: Approved Not Approved _____
Department Chair

Request for extension: Approved Not Approved _____
Thesis/Dissertation Advisor (If applicable)

Department Comments: _____

ACTION OF GRADUATE COUNCIL

Approved Not Approved _____ Date: _____
Graduate Council

Extension approved through: _____
Term/Year Term/Year

Comments: _____

