Extension of Time to Complete Degree Program

To obtain an extension for the time to complete your degree program*, both the department supervising your program and the Graduate Council must review/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 Pe*tition to this form.**

Social Security No._____

Last Name_____First Name_____Middle/Maiden_____

Street _____City_____State_____Zip Code _____

Day Phone_____Evening Phone_____Email Address_____

When was your last enrollment at CSU, give term and year?_____

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

****

1. Have you requested a previous extension? ☐ Yes   ☐ No. If yes, what work was completed during this extension? What impeded your progress?

2. Briefly explain why you should be granted an extension.

3. 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 degree or 7 years for the doctoral degree, except that students admitted to Social Work have 4 years; International students have 2 years.

This section to be completed by the graduate advisor and the department chair.
Forward completed form to the Graduate Council in NAL, suite 234.

Your responses to the following questions will aid the Graduate Council in formulating a decision as to whether the student's program should be extended.

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

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

3. If applicable, has the student made any progress toward completion of the thesis?

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

Request for extension:　　☐ Approved　☐ Not Approved_____
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Graduate Advisor
Request for extension:　　☐ Approved　☐ Not Approved_____
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Department Chair
Request for extension:　　☐ Approved　☐ Not Approved_____
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Thesis Advisor (If applicable)
Department Comments: _____

_____

_____

ACTION OF GRADUATE COUNCIL
☐ Approved　☐ Not Approved_____Date: _____
　　　　　　　　　　　　　　　　　　For the Graduate Council
Extension approved through:　　　_____　　_____
　　　　　　　　　　　　　　　　　　Term/Year　　　　　Term/Year
Additional Comments: _____

_____

_____