

Petition for an Extension of the Time Period to Complete Degree Requirements

INSTRUCTIONS TO STUDENT: 1) Complete the first portion of the form; enter your name, student ID number, telephone no., mailing address, and e-mail address in the space designated; then date and sign the form. 2) Attach to this form a letter detailing your request and providing your rationale for approval. 3) Also attach, or include within the letter, an envisioned detailed time-table (schedule) for the completion of remaining degree requirements. Extensions approved are ordinarily granted for a maximum of one calendar year. 4) Your petition with attachment(s) must be routed to your academic advisor, your department chairperson (or program director), the Dean/Director/Designee of your College/School/Center, and finally to the Candidacy Advisor, DuBourg Hall, room 420B, for review and consideration by the Associate Provost – Graduate Education. You, the student, are responsible for this routing.

I, _____, petition to extend my time-period to complete degree requirements.
(Student: Print/Type your name)

Student's Signature: _____ Date: _____

Banner ID: _____ Day Phone #: _____ Email: _____

Local Address: _____
(Street, Apt #) (City) (State) (Zip Code)

Degree Sought: _____ Current Major: _____

I recommend approval denial
of this petition.

Print/Type Full Name: _____

Signed: _____ Date: _____
(Advisor)

I recommend approval denial
of this petition.

Print/Type Full Name: _____

Signed: _____ Date: _____
(Chairperson/Director)

I recommend approval denial
of this petition.

Print/Type Full Name: _____

Signed: _____ Date: _____
(Dean/Director/Designee of School/College Center)

Remarks and/or Special Conditions of the Major Field: _____

Petition is approved denied

Signed: _____ Date: _____
(Associate Provost – Graduate Education)

Remarks/Conditions of Extension:

Copies sent to Student Advisor Chairperson/Director Dean/Director/Designee on _____ (Date)