

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 spaces designed; then date and sign the form. 2. Attach to this form a letter to the Academic Dean of The Graduate School, detailing your request and providing your rationale for approval. 3. Also attach, or include within the letter, an envisioned 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 first to your academic advisor, then to your department chairperson (or the program director), and finally to the Master's or Doctoral Candidacy Advisor (Office of The Graduate School, 105 or 107 Verhaegen Hall, Frost Campus) for review and consideration by the Academic Dean. 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 _____

SID: ____ - ____ - _____ Day Phone No.: (____) _____ - _____ E-mail Address: _____

Local Address: _____
(No. and Street, Apt./Box No.) (City) (State) (Zip Code)

I recommend approval denial of this petition. Signed: _____ (Advisor) _____ (Date)

I recommend approval denial of this petition. Signed: _____ (Chairperson/Director) _____ (Date)

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

Petition is approved denied. Signed: _____ (Academic Dean, The Graduate School) _____ (Date)

Remarks/Conditions of The Graduate School: