

REQUEST FOR PROGRAM EXTENSION BEYOND NORMATIVE TIME

Students who have not completed their degrees within the maximum allowed time (18 terms [six academic years] or less, except for programs where it has been noted in the Graduate Student Handbook at a pace of 21 terms [seven academic years]) or who haven't advanced to candidacy by the end of their fourth year must request an extension in order to receive financial aid. This includes TA & GSR fee credits and fellowship support as well as loans. The appeal should include an explanation of why you weren't able to finish within time and a timetable to complete the remaining requirements. The request must be approved by the student's adviser and department designee (faculty graduate director or grad adviser). Completed forms should be sent to the Graduate Division for final approval.

Last Name, First Name

Student ID

Department _____

Degree _____

E-mail: _____

Term advanced to Candidacy _____

Anticipated Completion Quarter: _____

Explanation for beyond normative time status:

Timeline to complete remaining requirements (attach additional page if needed):

Student Signature _____

CERTIFICATION BY THE DEPARTMENT:

1. Student's Adviser: I certify that I have discussed the appeal and planned timetable with the student named above. I approve of the request.

Signed: _____

Student's Adviser

2. Department: This is to certify that the Department has reviewed and approves the student's appeal and revised program timeline.

Signed: _____

Faculty Graduate Director or Graduate Advisor

GRADUATE DIVISION APPROVAL:

Graduate Dean Signature _____

Data entry date/Initials _____