Request for Time Extension (Master's)

Toulouse Graduate School



Instructions

Provide documentation in the following order:

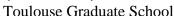
- 1. Complete a copy of the student's **Request for Time Extension (Master's)**
- 2. A <u>detailed</u> time line determined by you and validated by signature and date of your major professor containing steps to completion of the degree within the requested time extension (see Page 3 of this form).
- 3. Signatures on Page 5 of this form
- 4. Letters from:
 - a. Student (Indicate justification and requested terms/conditions of extension request.)
 - b. Major Professor (Indicate and clearly state what additional coursework is needed; if none is needed, explain how the student is current in coursework; spell out the terms/conditions of the extension request.)
 - c. Program Coordinator (endorse a & b above; may provide additional information)
 - d. Department Chair (endorse a, b, & c above; may provide additional information)
- 5. Current degree plan with grades.
- 6. Resume showing student ID#, place of employment, position and title, work/professional experience, etc.

The above information **must** be provided.



Name			
Last	First	M.I.	Student ID#
Address	City	State	Zip Code
()	()		
Work Phone	Home Phone	Е	mail
Degree Sought (MA, MS, MFA	x, etc.)	Major/Program Area	
Semester and year of	first course that appea	rs on degree plan:	
Semester hours requi	red for master's degree	e:	
I request a time exter	nsion until the end of: _	(Semester and Yea	r)
Previous extension(s	granted:Yes	No	
If yes, state	e date(s) granted:		
Began program:	(Semester and Year)		
Degree plan filed and	d approved:Yes	No	
Comprehensive Exar	nination passed	(Date)	
List all course work if the extension were		n 5 years old at the tii	me of degree completion

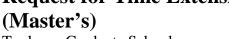
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Name			
Last	First	M.I.	Student ID#
Indicate what actions wi departmental, and progra (i.e., how the student will the courses that expire b courses are waived by the the student is current on	am requirements to all have kept up with efore the requested ne program or the de	compensate for this c or will renew the inf extension date). <u>It is</u>	ourse work deficiency. ormation contained in not sufficient to say the
thesis defense, portfolio used to detail completion	osal drafted, thesis completion date, et	proposal defense, col c.). Additional pages	lection of data for thesis,
Work			Completion Date
WORK			Completion Date
WOFK			Completion Date
WORK			Completion Date
WORK			Completion Date
WOFK			Completion Date
WOFK			Completion Date
We have worked on this knowledge.	time line together a	and certify it to be acc	

Request for Time Extension





Toulouse Graduate School

Last	First	M.I.	Student ID #
The above time extension	request has been	reviewed and approved	l by:
Major Professor (Print)		(Sign)	(Date)
Program Coordinator* (Program Coordinator)	rint)	(Sign)	(Date)
Department Chair** (Prin	ut)	(Sign)	(Date)
College or School Dean**	(Print)	(Sign)	(Date)
Graduate School Dean (Pr		(Sign)	(Date)

^{*}Review of the student's extension request is reviewed by the Program Coordinator a committee of faculty in the student's program area. By approving the extension request, the Program Coordinator is verifying that the procedures used by the program have been followed.

^{**}Review of the student's extension request is reviewed by the Department Chair a committee of faculty in the student's Department. By approving the extension request, the Department Chair is verifying that the procedures used by the program have been followed.

^{***}Review of the student's extension request is reviewed by the College or School Dean or a committee in the College or School designated to review extension requests. By approving the extension request, the Dean is verifying that the procedures used by the College or School have been followed.