

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 detailed 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.

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Name _____
Last First M.I. Student ID#

Address _____ City _____ State _____ Zip Code _____

(_____) _____ (_____) _____
Work Phone Home Phone Email

Degree Sought (MA, MS, MFA, etc.) _____ Major/Program Area _____

Semester and year of first course that appears on degree plan: _____

Semester hours required for master's degree: _____

I request a time extension until the end of: _____
(Semester and Year)

Previous extension(s) granted: ____ Yes ____ No

If yes, state date(s) granted: _____

Began program: _____
(Semester and Year)

Degree plan filed and approved: ____ Yes ____ No

Comprehensive Examination passed _____
(Date)

List all course work that would be more than 5 years old at the time of degree completion if the extension were granted.

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Indicate what actions will be taken to meet Graduate School, College or School, departmental, and program requirements to compensate for this course work deficiency. (i.e., how the student will have kept up with or will renew the information contained in the courses that expire before the requested extension date). It is not sufficient to say the courses are waived by the program or the department. Evidence should be presented how the student is current on the course content.

Time line: list pertinent details to be achieved and expected dates of completion (i.e., finish course work, proposal drafted, thesis proposal defense, collection of data for thesis, thesis defense, portfolio completion date, etc.). Additional pages as necessary may be used to detail completion target dates and time line.

Work	Completion Date

We have worked on this time line together and certify it to be accurate to the best of our knowledge.

(Major Professor) (Date) (Student) (Date)

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Name _____
Last First M.I. Student ID #

The above time extension request has been reviewed and approved by:

Major Professor (Print) (Sign) (Date)

Program Coordinator* (Print) (Sign) (Date)

Department Chair** (Print) (Sign) (Date)

College or School Dean** (Print) (Sign) (Date)

Graduate School Dean (Print) (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.