

Request for Time Extension (Master's)

Toulouse Graduate School

Instructions

Please provide the following documentation:

1. Complete this Request for Time Extension (Master's) form
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. All signatures on Page 4 of this form
4. A brief letter from you outlining the reasons for the time extension and how you have remained current in coursework knowledge.
5. Current degree plan with grades.
6. Resume showing student ID#, place of employment, position and title, work/professional experience, etc.

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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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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)

Toulouse 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.