

**Toulouse School of Graduate Studies
Request for Time Extension (Master's)**

Name _____
Last First Middle 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 an 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)

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 3-4 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. Attach a copy of the student's form entitled "The Graduate School Graduate Admission Evaluation Form."

6. Transcripts of all work toward this degree. (Unofficial copies are OK. Printouts from EIS are not OK.)
7. Current degree plan with grades.
8. Resume showing student ID#, place of employment, position and title, work/professional experience, etc.

The above information must be provided.

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

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

Work _____ Date _____

