

**Toulouse School of Graduate Studies  
Request for Time Extension (Doctoral)**

Name \_\_\_\_\_  
Last First Middle Student ID#

\_\_\_\_\_ Address City State Zip Code

( ) ( ) \_\_\_\_\_  
Work Phone Home Phone email

\_\_\_\_\_ Degree Sought (PhD, EdD, etc.) Major/Program Area

Semester and year of first course that appears on degree plan \_\_\_\_\_

Semester hours required for doctoral degree \_\_\_\_\_

Semester and year PhD examinations (e.g., qualifying, dissertation proposal, etc.) were passed :

<i>Exam</i>	<i>Date</i>
_____	_____
_____	_____
_____	_____

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

**Instructions:**

Provide documentation in the following order:

1. Complete a copy of the student's **Request for Time Extension (Doctoral)**
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.





