MASTER'S DEGREE: REQUEST FOR EXTENSION TO THE MAXIMUM TIME LIMIT

Master's Degree: Performance Standards and Progress Policy

Students admitted and matriculated prior to spring 2013 have the option to continue under the policies in place at the time they were admitted and matriculated or to complete under the new Master's Degree: Performance Standards and Progress policy (https://policy.umn.edu/education/mastersperformance).

7-year Time Limit for Earning the Master's Degree (students admitted and matriculated prior to spring 2013)

All requirements for the master's degree must be completed and the degree awarded within seven years. The seven-year period begins with the earliest coursework included on the official Graduate Degree Plan form, including any transfer work. The graduate faculty in a specific program may set more stringent time requirements.

5-year Time Limit for Earning the Master's Degree (students admitted and matriculated spring 2013 and beyond)

All requirements for the master's degree must be completed and the degree awarded within five years after admission and matriculation in the graduate program or a more restrictive time frame specified by the program.

DIRECTIONS—In order to process your time extension request, you must complete the following steps:

- 1. Complete parts 1-3 of this form
- 2. Obtain your adviser(s) signatures
- 3. Obtain your program Director of Graduate Studies (DGS) signature. Contact information for program DGSs is available at https://apps.grad.umn.edu/lists/DGS/

After you have obtained the appropriate signatures, submit the signed form to your college at least six months prior to your current time limit deadline. Collegiate contact information is available at https://apps.grad.umn.edu/lists/CC/default.aspx

Disability or Health-Related Extensions

Students who are working with the Disability Resource Center (DR/C) and have a disability or health-related need for an extension to the maximum time limit may work with their DR/C Disability Resource Professional to complete this process and section 3B instead of submitting additional documentation.

If approved, you will be notified in writing by your graduate program of the expectations for degree progress including term/year of degree conferral.

If denied, you will be notified in writing by your graduate program that you may be terminated from your program should your degree not be conferred within your time limit.

To ensure timely consideration, petitions should be filed early in the term in which the time limit expires. Students must obtain the approval of their adviser(s) and program DGS and submit the petition by the deadline set by the collegiate unit.

If you have any questions, contact your major program DGS.



To request copies of this form in an alternative format, please call the Disabilities Resource Center liaison at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.

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To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

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