

## Doctoral Degree: Request for Extension to the Maximum Time Limit

For questions:

U Wide Form:

UM 1777

Contact your major  
program DGS.

Rev: Jan. 2013

### Doctoral 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 Doctoral Degree: Performance Standards and Progress Policy (<http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE.html>).

#### 5-year Time Limit for Earning the Doctoral Degree (students admitted and matriculated prior to spring 2013)

All requirements for the doctoral degree must be completed and the degree must be awarded within five years after passing the preliminary oral examination. Students who are unable to complete the degree within the 5-year limit, may petition for an extension of up to one additional year. Extensions beyond one year are considered only in the most extraordinary circumstances.

#### 8-year Time Limit for Earning the Doctoral Degree (students admitted and matriculated spring 2013 and beyond)

All requirements for the doctoral degree must be completed and the degree awarded within eight years after admission and matriculation to the graduate program, or a more restrictive time frame specified by the program. Students who are unable to complete the degree within the time limits described above may petition the program and collegiate unit for one extension of up to 24 months.

### Required actions

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

- Obtain your adviser(s) signatures
- 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>

**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 will be terminated from your doctoral program should your degree not be conferred within your time limit.

**Under extraordinary circumstances**, students may file a second petition for an additional two-year extension after the first extension has expired; however, these petitions must be reviewed and approved by your adviser(s), program DGS, and Vice Provost and Dean of Graduate Education, and are not routinely granted.



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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.

<b>PART 1. Student information</b>			
University ID		University email _____@umn.edu	
Student name Last		First	Middle
<b>PART 2. Degree information</b>			
Degree sought		Major	
Term and year admitted to doctoral program <input type="checkbox"/> fall <input type="checkbox"/> spring <input type="checkbox"/> May/summer 20____		College	
<b>PART 3. Extension request</b>			
<input type="checkbox"/> Request for extension (up to <b>one</b> year) to the <b>5-year* time limit</b> through _____ <small>*Available only to students admitted prior to spring 2013</small> term and year			
<input type="checkbox"/> Request for extension (up to <b>24 months</b> ) to the <b>8-year time limit</b> through _____ term and year			
<input type="checkbox"/> Request for an <b>additional extension</b> (check if 24 month extension was previously approved) <small>Requires VP/Dean of Graduate Education approval (see instructions page for more information)</small>			
<b>Explain the circumstances for your time extension request. Please attach any additional documentation in support of your request (e.g., supporting letters from your adviser, physician, etc.).</b>			
<i>I agree to comply with the University policy associated with the time extension that I requested above.</i>			
Student signature			Date
<b>PART 4. Approval</b>			
Adviser name	Adviser signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Co-adviser name	Co-adviser signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Doctoral Program DGS name	Doctoral Program DGS signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Collegiate Unit representative name	Collegiate Unit signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
VP/Dean of Graduate Education name (if applicable)	VP/Dean of Graduate Education signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
office use only			
<b>Collegiate Units:</b> Route signed and completed form to <b>Graduate Student Services and Progress Office</b> (333 Robert H. Bruininks Hall)			
Comments from approvers (optional)			
Administrative officer _____ Date _____			