

DELAWARE STATE UNIVERSITY  
GRADUATE STUDIES AND RESEARCH

EXTENSION OF TIME REQUEST FORM

I, \_\_\_\_\_  
Candidate's Name D# \_\_\_\_\_

Hereby request an extension of time through \_\_\_\_\_ to complete requirements for the \_\_\_\_\_  
(degree)

\_\_\_\_\_  
Major (and Concentration if applicable)

Candidacy Admission Date: \_\_\_\_\_

The following courses are outside the matriculation limit:

Course Number	Course Title	Credit Hours	Semester and Year Completed

\_\_\_\_\_  
Student's Signature Date

The Advisory Committee has discussed this request and recommends / denies (circle one) its approval. To revalidate course work which has exceeded the matriculation limit, the Committee recommends the following: (Please see page two for revalidation options.)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chair, Advisory Committee Date

\_\_\_\_\_  
Department Chairperson or Designee Date

\_\_\_\_\_  
Extension Rejected: (For use by the Office of Graduate Studies and Research)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Extension Approved through \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dean, School of Graduate, Adult and Extended Studies or Designee Date

## REVALIDATION OF CREDIT

Students with extenuating circumstances may petition their Advisory Committee for an extension of time. Students must be in good standing academically and must have successfully completed all candidacy requirements. The committee will review the candidate's petition, render a decision and forward their recommendation Graduate Program Director. This decision will be reviewed by the Graduate Program Director and submitted to the Department Chairperson for approval and forwarded to the Dean, School of Graduate, Adult and Extended Studies for final approval. If the recommendation for an extension is approved, the recommendation must be accompanied with a review of any coursework outside the time limit and a recommendation on how the student will bridge this gap. Additionally, a revised Plan of Study along with all required supporting documents and unofficial transcript must also accompany the Extension of Time form. The matriculation limits for various degrees are as follows:

- The time limit for completion of all master's programs is five years from the date of enrollment in the earliest course applied towards the degree, including transferred courses.
- The time limit for completion of all doctoral programs is seven years from the date of enrollment in the earliest course applied towards the degree, including transferred courses.
  - o **Examination:** The Department or Program may elect to examine the student (orally or in writing) and report the results to the Office of Graduate Studies and Research.
  - o **Independent Study:** The Department or Program may elect to design an independent study if no course currently exists by which the student may update course content.
  - o **Repeat the Course:** The student may repeat expired course work if the content has changed significantly since previous enrollment.
  - o **Additional Hours:** The Department or Program may assign additional hours of course work to ensure currency of knowledge in rapidly changing content areas.
  - o **No Additional Work Assigned:** The Department or Program has evaluated the curriculum and acknowledges that no significant curricula or program change has occurred since the student's first date of enrollment and therefore no additional work is assigned.