

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 _____

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 Studies and Research 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 graduate 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 School 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.