

FLORIDA STATE UNIVERSITY • THE GRADUATE SCHOOL

TIME EXTENSION REQUEST -- Page 1 of 3

(Please Type or Print)

In evaluating an extension request, The Graduate School considers several factors, including history of forward progress toward the degree and currency of knowledge in the field of study. To help facilitate the process, the following information must accompany each completed Extension Request Form:

- 1) A copy of the student's transcript.
- 2) For doctoral students, copies of annual reviews. (Note: An annual assessment is not currently required at the university level for master's students).
- 3) A statement from the major professor, which addresses the currency of coursework and knowledge relevant to the degree, and the progress of the student toward degree completion. If the student has not been a consistent full-time student, an indication should be given as to what employment or other activities have occupied the student's time, and how these may have influenced currency of knowledge in the field. If additional room is needed, attached paperwork may be included with the request.
- 4) A statement from the student, explaining the basis for the extension request, work accomplished, and timeline for completion. If additional room is needed, attached paperwork may be included with the request.

Effective immediately, extension requests submitted without this information will be returned to their respective departments.

STUDENT INFORMATION:

NAME: FSUSN:

DEGREE TYPE: MASTER'S DOCTORATE

MANUSCRIPT TYPE: THESIS TREATISE DISSERTATION

COLLEGE:

DEPARTMENT/PROGRAM (IF APPLICABLE):

MAJOR PROFESSOR:

CO-MAJOR PROFESSOR (if applicable):

TIME LIMIT FOR COMPLETION OF DEGREE REQUIREMENTS:

Master's - The work for the master's degree must be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master's degree.

Semester and year student first registered for graduate credit: Sp. Su. Fa. Year

Doctoral Degrees - All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination, or the student's supervisory committee will require that a new preliminary examination be passed.

Semester and year graduate work toward doctoral degree started: Sp. Su. Fa. Year

Semester and year student was admitted to doctoral candidacy: Sp. Su. Fa. Year

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LENGTH OF DESIRED EXTENSION REQUEST:

Extension requested through:

Semester Sp. Su Fa.

Year

PREVIOUS EXTENSION REQUESTS (If applicable, attach copies of all previous extension requests.):

Date previous extension granted:

Semester Sp. Su Fa.

Year

Date previous extension ended:

Semester Sp. Su Fa.

Year

STATEMENT FROM THE MAJOR PROFESSOR Address the currency of coursework and knowledge relevant to the degree, and the progress of the student toward degree completion. If the student has not been a consistent full-time student, an indication should be given as to what employment or other activities have occupied the student's time, and how these may have influenced currency of knowledge in the field. If additional room is needed, attached paperwork may be included:

STATEMENT FROM THE STUDENT Address the basis for the extension request, work accomplished, and timeline for completion. If additional room is needed, attached paperwork may be included:

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STATEMENT FROM THE STUDENT--CONTINUED FROM PAGE 2:

APPROVAL OF EXTENSION REQUEST:

_____	_____
Supervisory Committee Member	Date
_____	_____
Supervisory Committee Member	Date
_____	_____
Supervisory Committee Member	Date
_____	_____
Supervisory Committee Member	Date
_____	_____
Supervisory Committee Member	Date
_____	_____
Department Chair	Date
_____	_____
Academic Dean	Date

FINAL APPROVAL: _____
Dean, The Graduate School **Date**