APPLICATION FOR EXTENSION OF TIME

I, ___________________________________________ D# ______

hereby request an extension of time through ____________________, 20________ to complete the requirements for the __________________________ Degree with a major in ________________________________.

My justification for the request is as follows: __________________________________________________________

__________________________________________________________________________________________________

The following courses are outside the matriculation limit and will need to be revalidated:

<table>
<thead>
<tr>
<th>Course ID Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester and Year Completed</th>
<th>Date</th>
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Student’s Signature ___________________________ Date ______________

(To Be Completed by the Department or Program)

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:

(See page two for revalidation options.)

__________________________________________________________________________________________________

Chair, Advisory Committee ___________________________ Date ______________

Department Chair or Program Director ___________________________ Date ______________

(For use by the School of Graduate Studies and Research)

Extension Rejected: ___________________________ Date ______________

Extension Approved through ____________________, 20________.

Dean, School of Graduate Studies and Research ___________________________ Date ______________
REVALIDATION OF CREDIT

To ensure that a student’s knowledge base is current at the time the degree is awarded, all credits which exceed the matriculation limit, must be revalidated. The matriculation limits for various degrees are as follows:

- The time limit for the use of credit toward the master’s degree or education specialist degree is six years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.

- The time limit for completion of the doctoral program by a student who holds the Ed.D. degree or equivalent is five years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.

- The time limit for completion of the doctoral program by students who begin their programs after a bachelor’s or master’s degree is seven years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.

When a student requests an extension of time, the advisory committee should review the program of study, identify course work which exceeds the matriculation limit, and make a recommendation for revalidation of expired course work through one or more of the following options:

Option 1: 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.

Option 2: 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.

Option 3: The student may repeat expired course work.

Option 4: Additional Hours: The Department or Program may assign additional hours of course work to ensure currency of knowledge in rapidly changing content areas.