



## Petition to Extend Time Boundary for Approval of Candidacy or Defense

*\*In order to fill out and complete this form you must download and save it to your PC and sign it using [Adobe Acrobat](#).*

**Petition Type:**  Candidacy  Defense

**Petition Date:**

**Student Name:**

**Student ID#:**

**Advisor Name:**

**Current Scheduled Candidacy or Defense\*:**

**Requested Scheduled Candidacy or Defense\*\*:**

\*Current Guidelines are found in the Student Handbook.

\*\*You should petition for the entire time you think you will need. Extensions for more than one semester are subject to additional requirements as imposed by the Admissions, Progression, and Graduation Committee. The maximum extension request can be for 2 semesters or 6 months.

**STUDENT:**

What is/are the reason(s) that resulted in your needing this extension (max. 200 words)?

If you are justifying your delay for a medical reason, please include documentation from your medical provider stating the problem, onset and duration of the issue, and impact on your ability to perform academic work.

Not Applicable  Documentation Attached

If this is your first petition for an extension and your petition is for **less than six weeks**, please provide a weekly plan of tasks that will result in meeting the requested time boundary (max. 100 words).

If this is your first petition and your petition is for **longer than six weeks, OR if you have previously received an extension**, please complete sections 1, 2, and 3.

1. Provide a description of your progress during your first extension (or to date if this is your first extension). The description should include your original completion plan and an assessment of where and why you fell short, if applicable (max. 200 words).

2. Provide a list of tasks/milestones to be completed, a completion date, and the person responsible for the task (REQUIRED for all extension requests).

TASK/MILESTONE	COMPLETION DATE (mm/dd/yy)	PERSON RESPONSIBLE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
(attach additional sheet if needed)		

3. Are there additional factors that you consider relevant (max. 200 words)?

**ADVISOR COMMENTS (required):**

Do you support the petition? \_\_\_ Yes \_\_\_ No Why?

Do you support the student's plan? \_\_\_ Yes \_\_\_ No Why?

Are there any conditions you have imposed on the student?

Are there additional factors you think are relevant?

Student Signature:

Date:

Advisor Signature:

Date:

Committee Member Signatures:

Date:

Date:

Date:

Associate Dean for Academic Affairs or Chair, Admissions, Progression, & Graduation Committee:

Name:

Signature:

Date:

**Office of Academic Affairs USE ONLY**

Date Received:

Decision Date:

Approver:

Decision: \_\_\_ Entirely Authorized \_\_\_ Partially Authorized \_\_\_ Denied

Comments: