

Master's Degree: Request for Extension to the Maximum Time Limit

For questions:

U Wide Form:

UM 1779

Contact your major
program DGS.

Rev: Jan. 2013

Master's Degree: Performance Standards and Progress Policy

Students admitted and matriculated prior to spring 2013 have the option to continue under the policies in place at the time they were admitted and matriculated, or to complete under the new Master's Degree: Performance Standards and Progress Policy (<http://www.policy.umn.edu/Policies/Education/Education/MASTERSPERFORMANCE.html>).

7-year Time Limit for Earning the Master's Degree (admitted and matriculated prior to spring 2013)

All requirements for the master's degree must be completed and the degree awarded within seven years. The seven-year period begins with the earliest coursework included on the official Graduate Degree Plan form, including any transfer work. The graduate faculty in a specific program may set more stringent time requirements.

5-year Time Limit for Earning the Master's Degree (admitted and matriculated spring 2013 and beyond)

All requirements for the master's degree must be completed and the degree awarded within five years after admission and matriculation in the graduate program or a more restrictive time frame specified by the program.

Required actions

In order to process your time extension request, you must complete the following actions:

- Obtain your adviser(s) signatures
- Obtain your program Director of Graduate Studies (DGS) signature. Contact information for program DGS is available at <https://apps.grad.umn.edu/lists/DGS/>
- After you have obtained the appropriate signatures, submit the signed form to your college **at least six months** prior to your current time limit deadline. Collegiate contact information is available at <https://apps.grad.umn.edu/lists/CC/default.aspx>

If approved, you will be notified in writing by your program of the expectations for degree progress.

If denied, you will be notified in writing by your graduate program that you will be terminated from your program should your degree not be conferred within your time limit.

Students who are unable to complete the degree within the time limits described above due to extraordinary circumstances may petition the program and collegiate unit for an extension of up to one year. Extensions beyond one year are considered only in the most extraordinary circumstances. To ensure timely consideration, petitions should be filed early in the term in which the time limit expires. Students must obtain the approval of their adviser(s) and program DGS and submit the petition by the deadline set by the collegiate unit.



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To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

PART 1. Student information

University ID		University email @umn.edu	
Student name Last	First	Middle	

PART 2. Degree information

Degree sought	Major
Term and year admitted to master's program <input type="checkbox"/> fall <input type="checkbox"/> spring <input type="checkbox"/> May/summer 20_____	College

PART 3. Extension request

- Request for extension (up to **one** year) to the **7-year time limit** through _____
term and year
- Request for extension (up to **one** year) to the **5-year time limit** through _____
term and year

Explain the circumstances for your time extension request. Please attach any additional documentation in support of your request (e.g., supporting letters from your adviser, physician, etc.).

I agree to comply with the University policy associated with the time extension that I requested above.

Student signature	Date
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PART 4. Approval

Adviser name	Adviser signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Co-adviser name	Co-adviser signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Master's Program DGS name	Master's Program DGS signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Collegiate Unit representative name	Collegiate Unit signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

office use only

Collegiate Units: Route signed and completed form to **Graduate Student Services and Progress Office** (333 Robert H. Bruininks Hall)

Comments from approvers (optional)

Administrative officer _____ Date _____