

Graduate Student Request for Extension of Time Limit

Students who need to request an extension of their time limit should use the electronic workflow process on the Graduate School website.

The landing page below should give students all the information they need to initiate the process. The extension must be endorsed by both the faculty advisor and the director of graduate studies. Students may need the assistance of their graduate program assistant to identify the graduate director in their program.

Time limit and extension information

- Master's student time limit: 4 years from the semester of admission
- ME student time limit: 6 years from the semester of admission
- Doctoral student time limit: 6 years from the semester of admission

To continue in a graduate program beyond the above time limits, the student must request an extension of time limit prior to the end of the semester in which the time limit (or previous extension) will expire. Requests must be endorsed by the student's faculty advisor and graduate director/associate chair or associate dean as applicable in your program. Extensions may be granted for a period of up to one year per request. Extension requests must be submitted electronically via the link/form below. Additional information regarding time limits can be found in the Graduate School Rules[link]. Please also consult department/program policies.

Endorsements needed

Students will need to provide the following information to proceed to the extension request form:

- The name and colorado.edu e-mail address of their faculty advisor
- The name and colorado.edu e-mail address of the graduate director of their program (In some cases this will be the associate chair or associate dean. If you do not have this information, please ask your graduate program assistant)

Information needed for extension request form

The submission of advisor and graduate director information below will route students to the extension request form. The following information should be prepared in advance to provide on the form:

- Explanation for request, including any extenuating circumstances which may have affected progress
- Progress made since previous extension request (if applicable)
- Academic plan and timeline for progress during requested extension period, including milestones/benchmarks for completion of degree
- Supporting documentation (if applicable)

Submission and routing information

Students will receive notification upon submission, and the request for extension will be routed to your faculty advisor and graduate director for endorsement, using the e-mail addresses provided. Your graduate program assistant will receive a copy. After review by the Graduate School, the student and program will receive notification.

Students will be directed to provide the following information to be directed to the form:

Please provide the following information and click submit to continue to the extension request form

Student Information:

First Name *

Last Name *

Colorado.edu Email *

Program

Faculty Advisor Information:

First Name *

Last Name *

Colorado.edu Email *


Graduate Director Information:

First Name *

Last Name *

Colorado.edu Email *

The student's basic information will populate from the landing page- name, e-mail address, and program. Students must enter their student ID number and select the semester/year they were admitted to the program and when they are hoping the extension will be approved. They should also select the boxes which apply regarding their progress through their degree, and whether they have previously been granted an extension.

	Graduate School UNIVERSITY OF COLORADO BOULDER	Request for Extension of Time Limit
<hr/>		
Student Name: <u>Ralphie Buffalo</u>	Student ID number: <input type="text"/>	
Colorado.edu e-mail: <u>ralphie.buffalo@colorado.edu</u>	Program <u>Art History</u>	
Admitted to Program (Semester/Year): <input type="text" value="-- select --"/> _____	20 <input type="text"/>	
Request for Extension through (Semester/Year): <input type="text" value="-- select --"/> _____	20 <input type="text"/>	
General Progress (check all that apply)		
Completed comprehensive exam (if doctoral student) <input type="checkbox"/>	Completed final exam/defense (if applicable) <input type="checkbox"/>	
Completed all required coursework <input type="checkbox"/>		
Is this your first request for extension of time limit? <input type="radio"/> Yes <input type="radio"/> No		

Next, the student should provide an explanation of the reasons for the extension request, including their extenuating circumstances. The student can enter information and may attach additional information as needed.

EXTENSION REQUEST EXPLANATION

Please explain below the reasons that you are requesting an extension of your time limit. Include any extenuating circumstances which may have affected your progress.

If additional space is needed, please attach an additional document here:



Note that students who were previously granted an extension will need to provide information about the previous extension's ending term, and the progress made since the extension was granted.

Is this your first request for extension of time limit? Yes No

When was the previous extension was approved through? -- select -- 20

EXTENSION REQUEST EXPLANATION

Please explain below the reasons that you are requesting an extension of your time limit. Include any extenuating circumstances which may have affected your progress.

Please explain the progress you have made since your previous extension request.

Before initiating the form, the student should meet with their faculty advisor to work out a plan and timeline, with specific milestones/benchmarks to include. They can include this information here, and may also attach additional documents if needed. Note that students may not initiate and save the form. Thus, it is essential to collect this information in advance.

PLAN AND TIMELINE FOR PROGRESS DURING REQUESTED EXTENSION PERIOD

Please work closely with your advisor to establish an academic plan and associated timeline for successful completion of your degree, with specific milestones/benchmarks to be completed and a timeframe for completion of each. Please enter this academic plan and timeline below.

If additional space is needed, please attach an additional document here:



They may also attach any additional supporting documentation here:

If applicable, please attach documentation that you feel may be appropriate to support this request for extension (letters from campus partners, offices, or external contacts that can provide an overview of their interactions and/or support of your request.)



When the student signs the form electronically, it will be directed to the Faculty Advisor. At this point, a copy of the form will be sent to the general graduate e-mail of the program the student selected on their landing page, so that graduate program assistants will have a copy.

The faculty advisor, and then the graduate director, will receive the extension request, with academic plan included, for their endorsement. They may also add comments of support if desired. All comments added to the form, along with endorsements, will be **visible to the student** after completion of form.

Faculty Advisor Endorsement

Name _____ Signature _____ Date _____

Optional Comments:

Graduate Director Endorsement

Name _____ Signature _____ Date _____

Optional Comments:

The form will then be directed to the Office of the Dean of the Graduate School for review.

Office of the Dean of the Graduate School

Extension approved by the Dean of the Graduate School through (Semester/Year): _____

Name _____ Signature _____ Date _____

Optional Comments:

Upon completion of the form, a copy will be sent to the student and the general graduate e-mail address in the program. All endorsements and optional comments will be **visible to the student** and program.

Note that docuSign requests cannot be sent back for additional information or changes. If the form needs to be altered for any reason, a signer may decline to sign. However, the student must then initiate a new request. Anyone who declines an extension request should e-mail the student separately, explaining the reasons, the additional information necessary, and that a new form must be initiated. Students should be sure to save the information in the initial form so that they can include it in a new request.