

A student who fails to meet their normative graduation milestone must apply for a degree program time extension. A student who is approved for a time extension must also submit an updated progress report at the beginning of each semester.

Please upload supporting documentation (**2 pages maximum**) to include:

Time Extension Requests:

1. An explanation for why a time extension is necessary
2. A proposed and detailed timeline for completing degree requirements
2. A supporting letter from the student's advisor(s).

Progress Reports:

1. An updated student summary describing in detail the progress made since the extension was approved or since the last progress report was submitted
2. An updated and detailed timeline for completing degree requirements

Student Information:

LAST NAME	FIRST NAME	M.I.	BANNER ID (93#)	DEGREE PROGRAM
TYPE OF REQUEST		TERM & YEAR OF ENTRY	ANTICIPATED GRADUATION DATE	
STUDENT SIGNATURE			DATE	
OFFICE USE ONLY – TIMELINE EXPIRATION DATE	TIME EXTENSION DETAILS:		NO. EXTENSIONS GRANTED PREVIOUSLY:	

Committee Approval:

I certify by signing below that I have reviewed this extension request or progress report and approve of the timeline which accompanies this request.

MAJOR ADVISOR NAME	SIGNATURE	DATE
CO-ADVISOR NAME (IF APPLICABLE)	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE

DEGREE PROGRAM EXTENSION OR PROGRESS REPORT

ACADEMIC STATUS AND DEGREES COMMITTEE ACTION:		
COMMENTS:		
TIME EXTENSION APPROVED THROUGH:		
CHAIRPERSON NAME	SIGNATURE	DATE
TIME EXTENSION REQUESTS ONLY - ASSOCIATE DEAN FOR ACADEMIC AFFAIRS ACTION:		
NAME	SIGNATURE	DATE
COMMENTS		

Sample Form
For Viewing Only

Student Should Complete
Form in DocuSign

Upon approval, form will automatically route to the SMS Registrar for processing.