

Program Extension Petition

Graduate students who have not completed a degree within the prescribed time limit may use this form to request an extension. The student should:

1. Complete the first section of this form.
2. Forward the form via email attachment to their graduate program director for initial approval.

The program director will:

1. Review the form and complete the second section of this form.
2. Forward the form via email attachment to their department chair and the dean of the school of graduate studies.

The dean of the school of graduate studies will decide on the petition, complete the third section, and send copies of the form to the student, the program director, the chair, and the registrar. The decision of the dean is final.

I. To be completed by the graduate student requesting an extension

Your full name: _____

Your MyColumbia ID/OASIS #: _____

Your phone number: _____

Your email address: _____

Your program: _____

Your degree type: _____

The semester and year you began your program: _____

Number of credit hours earned: _____

Number of credit hours attempted: _____

Please use this space to explain why you are requesting an extension:

You may attach or enclose other supporting documents if relevant.

Student Signature and Date

II. To be completed by the student's graduate program director

Program director's name: _____

Full name of student: _____

I approve the student's request.

I **do not** approve the student's request.

Please use the space provided to explain your decision:

Program director's signature and date

II. To be completed by the dean of the school of graduate studies

Dean's name: _____

I grant the student's request.

I **do not** grant the student's request.

Please use the space provided to explain your decision:

Dean's signature and date