Extension Request Form for Ph.D. Advancement

For Fall 2022, forms are due to Ph.D. Staff by Monday, November 7th by noon.

*Students in the Ph.D. Program are expected to advance to candidacy no later than Fall quarter of their fourth year. If a student cannot complete the dissertation proposal by this deadline, and their faculty advisor agrees, the student may petition the Ph.D. Steering Committee for an extension of* ***no more than one term****. Under normal circumstances, this petition may not be further extended and failure to complete the work in accordance with the agreed upon timeline will result in not being advanced to candidacy, which may affect the student’s eligibility for on-campus funding. If the student is enrolled in EDUC 295 in the Fall of their fourth year and does not advance to candidacy, they will receive an incomplete until the dissertation proposal is successfully defended.*

**Student Name**:

**Faculty Advisor Name:**

**Advancement Committee Members**:

1)

2)

3)

4)

5)

**Please explain why you are requesting an extension. Be as specific as possible.**

**Please state your projected date of advancement and provide a timeline of action/steps you will take to meet this new deadline.**

As the student, I understand that I must complete the work in accordance with the agreed upon timeline above and failure to do so may effect my eligibility to receive on-campus funding.

**Signature-** **Date**   
Student

As the faculty advisor, I support this request for an extension and confirm that the student will defend their dissertation proposal by the new proposed deadline. I will send a supplemental email to Ph.D. Staff with additional information regarding this request for Ph.D. Steering Committee review.

**Signature-** **Date**   
Advisor

**For Ph.D. Steering Committee use only:**

\_\_ Approved \_\_\_ Denied \_\_\_ Contract Needed

**Signature- Date**Associate Dean of Graduate Program