

School of Graduate Studies
123 Taylor Education Building
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Durham, NC 27707



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REQUEST FOR EXTENSION OF TIME FORM

Submit **one (1) complete** Request for Extension of Time packet to the School of Graduate Studies

Student Name: _____

Banner ID#: _____

Student Email: _____

Student Cell Phone: _____

School/College: _____

Graduate Program: _____

Semester Admitted to Program (i.e. Fall 2014): _____ Is this the student's first or second request for extension of time (check one) First Second

Plan and Time to Degree Completion -Provide detailed plan for time to degree completion. **Department must also complete second page of this form, which is the Department's Review of Completed Courses.** Plan for time to degree completion should include semester and year department expects student to graduate.

This student's **completed courses and plan and time to degree completion** have been examined and approved by the Department. The request and recommendation for the Extension of Time for this student has merit and the student will abide by the plan to complete the degree in the time allotted and approved by the graduate program and by the Graduate Council. The student and the Department understand and agree that no consideration will be given to a third request for Extension of Time. The student has been presented with this plan and agrees to same.

Student's Signature

Date

Student should not write below this line.

Department's Review of Completed Courses

As a part of the Extension of Time Request, the requesting student's Department must review all the courses that are six (6) years or older and indicate whether or not the course is still up-to-date or outdated/obsolete. Any course determined to be obsolete requires the student retake that course. If the course is no longer offered, the department must provide the course information for the course the student will take as a substitute for the now obsolete course. The Department must also indicate when the student will repeat the now obsolete course or its substitute by identifying the actual term the student will enroll in the course. Please enter required information for all courses student has already completed. Any course in which a student has earned a grade of 'C' or 'F', but is not determined to be outdated/obsolete, must be repeated by the student and include the semester the student will repeat this course. For all courses below with 'N' selected for whether or not the course is obsolete, with 'N' meaning not obsolete, justification must be entered starting on page 4.

Completed Courses Evaluation

	Subject & Course Number	Course Title	Credit Hours	Grade Earned	Term Taken	Course Obsolete? (Y or N)
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____

Failed or Obsolete courses that must be repeated or a substitute taken

Course Category (Repeat or Substitute)	<u>Completed</u> Subject and Course Number	Term Taken	<u>Repeat or Substitute</u> Subject & Course Number	What term will student repeat course or enroll in substitute course?
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____

The Graduate committee, in agreement with the Chair or Director of the department/program, recommend the student named in this request be granted an extension of time to complete his/her graduate program

Departmental Graduate Committee Chair

Date

Department Chairperson

Date

Graduate Dean

Date

Department's Justification – Course Obsolete Indicator is 'N'

Where 'N' was selected to identify the course as not obsolete, **but the course is six (6) or more years old**, a short (one paragraph) justification is required for each course. Forms which do not provide the required justification will not be processed and will be returned to the sending department.

Subject & Course Number	Course Title	Semester Taken	Justification

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