
Request for Time Extension

When to Use this Form

This form is to be used by graduate students to request more time to complete a degree than that specified by academic policy. The following are the standard time limits for graduate degrees, as specified in the Graduate Catalog.

Master's Degrees — Candidates have six calendar years to complete the degree, starting at the beginning of the semester of the first course counted toward the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by the Dean of the Graduate School. In any event, courses used toward a master's degree must have been taken within six calendar years of graduation.

Specialist in Education Degrees — Candidates have six calendar years from the time of entry into the last 30 hours of their degree programs to complete the Specialist in Education degree.

Doctoral Degrees — Comprehensive examinations must be taken within five years, and all requirements must be completed within eight years, from the time of a student's first enrollment in a doctoral degree program.

Instructions for Student

1. With guidance from your advisor and in compliance with graduate school deadlines (tiny.utk.edu/grad-deadlines), work with your advisor to create a structured plan of study for the completion of your degree, including objectives, timeline, and target dates.
2. Fill out all fields on the form in the Student section.
3. Be certain to type your name under Submitted By in order to acknowledge that you believe yourself eligible and that all the information you have provided is true.
4. Save the form and e-mail it to your department's Director of Graduate Studies, along with your structured plan of study.
5. If your Director of Graduate Studies endorses your request, they will send it to the Graduate School.

Instructions for Director of Graduate Studies

1. Review the information on the form provided by the student.
2. If you endorse the request, please check the box indicating your acknowledgement and endorsement and fill out the rest of the form under Director of Graduate Studies.
3. After saving the form, e-mail the form and plan of study to the Graduate School specialists at **gradspec@utk.edu** with the subject of "Submission Request for Time Extension Form". *This form will not be acceptable if it comes from any e-mail address other than your UT email account.*

Request for Time Extension

Student

Name: _____
Last First Middle

Student ID #: _____ **E-Mail:** _____

Degree: _____ **Major:** _____

Expected Graduation Year: _____ **Expected Graduation Term:** Fall Spring Summer

Justification:

Submitted By: _____ **Date:** _____
Typing name above implies eligibility for this program and all information provided is true.

Director of Graduate Studies

I acknowledge and endorse this request for time extension for the above mentioned student. All the information provided in this form by the student is true to the best of my knowledge.

Director of Graduate Studies: _____ **Date:** _____

Department: _____

To be Completed by the Graduate School

Approved Yes No **Date Approved** _____ **Time limit through:** _____