



UNIVERSITY OF
SOUTH FLORIDA

Time Limit Extension Request Form (Instructions for Completion & Submission)

GRADUATE SCHOOL

4202 East Fowler Ave, CNP 448
Tampa, FL 55842/7: 38
TEL: (813) 974-2846
<http://www.grad.usf.edu/>



Please read all instructions prior to form submission!
Please complete all sections.
Incomplete forms will be returned and will delay processing!



PURPOSE OF THIS FORM

The **Time Limit Extension** may be filed when a student nears the end of the time limitation for completion of the requirements for their degree but needs more time to complete the degree. Time limits are specified in the Graduate Catalog corresponding to the year the student was admitted (or readmitted) to the program. **Time Limit Extensions** are separate from readmission to the program or readmission to candidacy but may need to be submitted prior to requesting the extension. **Time Limit Extensions** are valid for a maximum period of two (2) years from the date of request (see Graduate Catalog) but may only be requested one time.

IMPORTANT GRADUATE SCHOOL POLICES

(Effective: 2009-2010)

- **Courses:** A time limit extension also extends the time limit on courses applied to the degree.
- **Time Limit Calculations:** The time limits detailed below are calculated from the **original date of admission** to the program. Students that have been reinstated or readmitted to the same degree program must adhere to the policies in the catalog at the time of readmission; however, the time to degree will be calculated from the **original date** of admission.
- **Leave of absence:** An approved leave of absence stops the clock during the time of the leave.
- **Time Limitations - Masters and EdS:** Degrees must be completed within **five (5) years** from the student's date of admission. Courses taken prior to admission to the USF graduate program can be no older than **seven (7) years** at the time of graduation.
- **Time Limitations - Doctoral:** Degrees must be completed within **eight (8) years** from the student's date of admission to the doctoral program. Courses taken prior to admission to the USF graduate program can be no older **than eight (8) years** at the time of graduation. Students have four (4) years from the date of admission to complete all required coursework, pass the qualifying examination, and be admitted to doctoral candidacy. Students have four (4) years from the date of doctoral candidacy to complete the degree requirements.
- **Enrollment – Doctoral:** To remain in enrollment compliance, doctoral candidates must enroll in a minimum of two (2) hrs of dissertation EACH semester (including summer).
- **Number of Time Limit Extensions Allowed:** Students may request ONE time limit extension based on documented exceptional circumstances that precludes completion of the degree in the original time to degree.

COMPLETING THE TIME LIMIT EXTENSION REQUEST FORM

For legibility, please fill out the forms electronically.

PART 1. STUDENT INFORMATION

- **Name:** Input last name first, then first name and middle initial (if applicable).
- **USF ID#:** Input your new USF ID#, digits only, after the "U" (DO NOT put in your Social Security Number).
- **Address:** Input your current mailing address. If this is different from what is on file in the Registrar's Office, please contact them to update your file.
- **Telephone Number:** Input your telephone number. Make sure this is one that we can reach you at easily or leave a message if there are any problems/questions about your form.
- **Email Address:** Input your email address. Please make sure this is one that you check regularly so that you are aware of any information electronically sent out in a timely manner.
- **Degree:** Input your degree (i.e. M.A., M.S.C.P., Ed.D., etc.)
- **Degree Level:** Choose from the drop down list (Master's – Non-Thesis, Master's – Thesis, Doctoral)
- **International "F1" Student:** Choose YES or NO (if your answer is YES, please see ISSS, located in Cooper Hall, Room 469, before submitting this request to the Graduate School).

- **Program/Department:** Input your Program/Department name (*i.e. Biology, Public Health, Elementary Education, etc.*).
 - **College:** Select from the list (AR, AS, BA, BCS, CA, ED, EN, GS, MD, MS, NR, PH).
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PART 2. REGISTRATION/TIME LIMIT INFORMATION

- **Admission to Program Semester:** Input semester and year that you were originally admitted to your *current* program (*i.e. Fall 03*).
 - **Admission to Candidacy Semester (if applicable):** Input semester and year that you were admitted to doctoral candidacy (*i.e. Fall 05*).
 - **Readmission Semester (if applicable):** Input semester and year that you were readmitted to your program (*i.e. Fall 06*).
 - **Graduating Semester (semester time limit ends):** Input the semester and year that the extension will end (*i.e. Fall 07*).
 - **Student Signature:** You must sign and date this form in order for processing to be completed
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PART 3. APPROVALS

- **Printed Name/Signature:** Input the appropriate name on the left and obtain the signatures of the faculty members listed (*signature must be an original copy from the person listed*).
 - **Date:** Ensure that a date of approval has also been provided by the signators.
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PART 4. COMPLETION OF THE PROGRESS BENCHMARKS AND TIME LINES

- **This is a PDF form that can be filled electronically:** Input the appropriate information into top part of the form.
 - **Time to Degree Calculation:** Provide the estimated time to degree based on completion of the degree by the end of the requested extension
 - **Benchmarks and Time Lines:** Enter the key progress benchmarks and time lines that will allow the completion of the work required for the degree within the time frame requested.
 - **Signatures:** This page must be endorsed by the *major professor* to certify the progress benchmarks and time lines
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PART 5. SUBMISSION INFORMATION/REGISTRAR'S OFFICE

- **Procedure for Submission:** Submit form and appropriate paperwork to the Graduate School after securing all appropriate signatures with the following attached:
 - Submission of the Time Limit Extension Form
 - Submission of the Time Limit Extension Progress Benchmarks and Time Lines Form
 - Student's letter of request, stating reason for delay in completion of the degree requirements
 - Supporting letters (*from faculty or directors*)
 - A copy of the student's Reinstatement of Admission Letter (*if applicable*),
 - The Readmission to Candidacy Request (*if applicable*)
- **Deadline for Submission:** The complete **Time Limit Extension package** must be submitted to the Graduate School at *least one semester prior* to the expiration of the time allotted to earn the degree (including summer semesters).
- **Routing/Approvals:** Once approved by the Graduate School, the original form will be forwarded to the Office of the Registrar and three copies will be forwarded to each applicable college (*one for the college, one for each respective program/department and one for the student*).
- **Authenticity of Documentation:** All documents submitted in support of this application must be authentic and unaltered. Submission of fraudulent or altered information is a breach of the academic code and will be referred to Student Judicial Services for appropriate disciplinary action



Time Limit Extension Request

GRADUATE SCHOOL

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Tampa, FL 55842/7: 38

TEL: (813) 974-2846

<http://www.grad.usf.edu/>

**** This form contains interactive fields and should be completed electronically. Please read instructions prior to submission.**

PART 1. STUDENT INFORMATION

STUDENT INFO

	U		
<i>Last Name</i>	<i>First Name</i>	<i>M</i>	<i>USF ID#</i>
<i>Address</i>		<i>Telephone #</i>	
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>E-mail address</i>
		Yes No	
<i>Degree (i.e. M.A.)</i>	<i>Degree Level (i.e. Master's-Non Thesis)</i>	<i>International "F1" Student?</i>	
<i>Program/Department (i.e. Civil Eng. - Civil & Env. Eng.)</i>		<i>USF College (use 2 letter abbreviation)</i>	

PART 2. REGISTRATION/TIME LIMIT INFORMATION

Admission to Program

Semester *(i.e. Fall 03)*

Reinstatement of Admission

Semester *(i.e. Fall 06 - if applicable)*

Admission to Candidacy

Semester *(i.e. Fall 05 - if applicable)*

Graduating Semester

(i.e. Fall 07 - semester time limit to end)

<i>Student Signature</i>	<i>Date</i>
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PART 3. APPROVALS

SIGNATURE APPROVALS

Name (please type)	Signature <i>(all signatures must be originals)</i>	
<i>ISSS Approval (if applicable)</i>		<i>Date</i>
<i>Major Professor</i>		<i>Date</i>
<i>Co-Major Professor (if applicable)</i>		<i>Date</i>
<i>Department Chair/Director</i>		<i>Date</i>
<i>College Dean</i>		<i>Date</i>
<i>Associate Dean of the Graduate School</i>		<i>Date</i>

REGISTRAR'S OFFICE

Entered into the General Student Record: _____

<i>Registrar's Signature</i>	<i>Date</i>
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Original: To Registrar **Copied to:** College Program Grad School Editor (if applicable) Student



UNIVERSITY OF SOUTH FLORIDA

Time Limit Extension Progress Benchmarks and Time Lines Form GRADUATE SCHOOL

4202 East Fowler Ave, CNP 448 Tampa, FL 55842/7: 38 TEL: (813) 974-2846 http://www.grad.usf.edu/

** This form contains interactive fields and should be completed electronically. Please read instructions prior to submission.

PART 4. PROGRESS BENCHMARKS AND TIME LINES

Name _____ U# _____

Program/Department _____

Provide the dates of any previous approved Leave of Absence _____ (semesters & years)

Time Limit Extension Request is through _____ (semester & year)

Original date of admission _____ (semester & year)

Time Limit for graduation _____ (semester & year)

Projected time to degree if extension is approved _____ yrs (from date of original admission to the program)

Provide a concise action plan that outlines the key progress benchmarks that will allow the completion of the program of study within the time requested. **Forms will be returned if this information is not included with sufficient detail and time lines.

Table with 2 columns: Benchmark, Semester of completion. Rows 1-9.

Student Signature Updated 2.2009 (RSP)

I approve the action plan Major Professor or Program Director



UNIVERSITY OF
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Time Limit Extension Progress Benchmarks and Time Lines Form

GRADUATE SCHOOL
4202 East Fowler Ave, CNP 448
Tampa, FL 33620-5816
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PART 4. PROGRESS BENCHMARKS AND TIME LINES

Name Toby Kramer U# 123456789

Program/Department Canine Studies and Hairstyling

Provide the dates of any previous approved Leave of Absence Fall 2006-Summer 2007 (semesters & years)

Time Limit Extension Request is through Spring 2011 (semester & year)

Original date of admission Fall 2000 (semester & year)

Time Limit for graduation Spring 2011 (semester & year)

Projected time to degree if extension is approved 11* yrs (from date of original admission to the program)
**12 yrs elapsed time - 1 yr for LOA = 11yrs*

Provide a concise action plan that outlines the key progress benchmarks that will allow the completion of the program of study within the time requested. ****Forms will be returned if this information is not included with sufficient detail and time lines.**

Benchmark	Semester of completion
<u>1. Complete analysis of walking trails and calculation of distances</u>	<u>Summer 2010</u>
<u>2. Analysis of different breeds and hair growth</u>	<u>Summer 2010</u>
<u>3. Final data analysis</u>	<u>Fall 2010</u>
<u>4. Committee meeting to discuss dissertation outline and obtain approval to write</u>	<u>Fall 2010</u>
<u>5. Dissertation writing and editing</u>	<u>late Fall 2010</u>
<u>6. Completion of Dissertation and defense</u>	<u>Spring 2011</u>
<u>7. Graduation</u>	<u>May 2011</u>
<u>8.</u>	

Student Signature

I approve the action plan **ALL FORMS MUST BE APPROVED**
Major Professor or Program Director