



## Time Limit Extension Request Form

### OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816

TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

#### INSTRUCTIONS FOR COMPLETION & SUBMISSION

*This form should be filled in electronically and printed. The printed hardcopy should then be submitted for signatures.*

*Please read all instructions prior to form submission. Complete all sections.*

*Incomplete forms will be returned to the student unprocessed and will delay action on your request.*

#### PURPOSE

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.

#### OFFICE OF GRADUATE STUDIES - IMPORTANT POLICIES

- **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 Ed.S.:** 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 **seven (7) 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 seven (7) years** at the time of graduation unless the program supplies evidence of continued course currency.
- **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.

#### 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.P.H., Ph.D., etc.).
- **Degree Level:** Choose your correct degree level from the drop down box to indicate if your degree is a Master's - Non-Thesis, a Master's - Thesis, or a Doctoral - Dissertation level.
- **International "F1" Student:** Choose YES or NO (if your answer is YES, you must get approval for a Leave of Absence from ISSS before submitting this request to the Office of Graduate Studies).
- **Program/Department:** Input your Program/Department name (i.e. Biology, Public Health, Elementary Education, etc.).
- **College:** Select from the list (AS, BA, CS, ED, EN, FA, GS, MD, MS, NR, PH).

## 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.

## PART 3: APPROVALS

- **Printed Name/Signature:** Input the appropriate name on the left and obtain the signatures of the faculty members listed. (Signatures must be an original – not a copy)
- **Date:** Ensure that a date of approval has also been provided by the signators.

## PART 4: COMPLETION OF THE PROGRESS BENCHMARKS AND TIMELINES

- **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 expected 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 timelines.

## SUBMISSION INFORMATION/OFFICE OF THE REGISTRAR

- **Procedure for Submission:** Submit form and appropriate paperwork to the Office of Graduate Studies after securing all required signatures with the following attached:
  - Submission of the Time Limit Extension Form
  - Submission of the Time Limit Extension Progress Benchmarks and Timelines Form
  - Student's letter of request, stating reason for delay in completion of the degree requirements
  - Supporting letters (*from faculty, chairs or program 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 Office of Graduate Studies 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 Office of Graduate Studies, an electronic version will be forwarded to the Office of the Registrar.



**Time Limit Extension Request**

**OFFICE OF GRADUATE STUDIES**

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816  
TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

International Student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>F-1 students, please see instruction page.</i>		
ISSS Advisor approval:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ISSS Advisor Signature:	_____	

**PART 1: STUDENT INFORMATION (Student)**

Last Name		First Name	M. I.	USF ID #
Street Address		City	State	Zip Code
Email Address		<input type="checkbox"/> Masters- Non-Thesis <input type="checkbox"/> Ed.S. <input type="checkbox"/> Masters-Thesis <input type="checkbox"/> Doctoral		Telephone Contact <input type="checkbox"/> Pre-Candidacy (6D) <input type="checkbox"/> In Candidacy (6C)
Degree (i.e. MA)		Degree Level		For Doctoral Only
Program/Department (i.e. Civil Engineering – Civil & Environmental Engineering)			USF College	

**PART 2: REGISTRATION/TIME LIMIT INFORMATION**

Admission to Program Semester <i>(i.e. Fall 2009)</i>	<input type="text"/>	Reinstatement of Admission Semester <i>(i.e. Fall 2013 – if applicable)</i>	<input type="text"/>
Admission to Candidacy Semester <i>(i.e. Fall 2012 – if applicable)</i>	<input type="text"/>	Revised Graduating Semester <i>(i.e. Fall 2014 – semester time limit to end)</i>	<input type="text"/>
X _____		_____	
Student Signature		Date	

**PART 3: APPROVALS**

Name	Signature (must be original)	Date
Major Professor	_____	Date
Co-Major Professor (if applicable)	_____	Date
Department Chair/Director	_____	Date
College Dean/Designee	_____	Date
Asst. Dean/Designee, Office of Grad Studies	_____	Date

**OFFICE OF THE REGISTRAR**

Entered into the General Student Record:	_____	_____
	Registrar's Signature	Date



Time Limit Extension Progress Benchmarks and Timelines Form

OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816

TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

PART 4-A: TIMELINES

Last Name First Name M. I. USF ID #

Program/Department/Degree

Original date of admission: (semester & year)

Dates of any approved Leave of Absence: (semester & year)

Current time limit for graduation: (semesters & years)

New time to degree limit if extension is approved: (semester & year)

PART 4-B: BENCHMARKS

Provide a concise, but specific action plan that details the key progress benchmarks that will allow the completion of the program of study within the time requested. Dates noted below should be congruent with dates on previous page. Forms will be returned if this information is not included with sufficient detail and realistic timelines. Time limit extensions can only be a maximum of 2 years, but we encourage students to finish as rapidly as possible.

Table with 2 columns: Benchmark, Semester of Completion. Rows 1-10.

SIGNATURES

Student Signature

I approve the action plan: Major Professor or Program Director



Time Limit Extension Progress Benchmarks and Timelines Form

OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816

TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

PART 4-A: TIMELINES

Somers Mark R. U12345678
Last Name First Name M. I. USF ID #

Geology / Ph.D.
Program/Department/Degree

Original date of admission: Fall 2005
(semester & year)

Dates of any approved Leave of Absence: Fall 2009-Summer 2011
(semester & year)

Current time limit for graduation: Summer 2014
(semester & year)

New time to degree limit if extension is approved: Spring 2015
(semester & year)

PART 4-B: BENCHMARKS

EXAMMPLE
1. Complete analysis of geodes in Florida Summer 2014

2. Analysis of additional specimen Summer 2014

3. Final data analysis Fall 2014

4. Committee meeting to discuss dissertation outline and obtain approval to write Fall 2014

5. Dissertation writing and editing Fall 2014

6. Completion of Dissertation and defense Spring 2015

7. Graduation Spring 2015

8.

9.

10.

SIGNATURES

Student Signature

I approve the action plan: ALL FORMS MUST BE APPROVED

Major Professor or Program Director