

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](http://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.
3. Attach the document(s) for your plan of study to the appropriate field. You may attach up to five documents.
4. Click next to sign the form electronically.
5. The form will be forwarded to your Director of Graduate Studies for approval.
6. If your Director of Graduate Studies endorses your request, they will send it to the Graduate School.

Next

* = required field

Request for Time Extension

Name *

Email *

Major *

Degree *

Expected Graduation Term *

Expected Graduation Year *

Justification

*

1 * No file selected.

Files over 25 MB will not be accepted

Director of Graduate Studies NetID

*

[Lookup Director](#)

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Don

Student

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If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

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