



Office of Graduate Studies

P.O. Box 730 · Kutztown, PA 19530 · (610) 683-4220

REQUEST FOR TIME EXTENSION FOR GRADUATE STUDY

Beginning the semester of matriculation in the degree program, all requirements for a master's degree at Kutztown University must be completed within six (6) years. Students in counselor education degree programs have eight (8) years to complete all degree requirements. Doctoral students have seven (7) years to complete all degree requirements. This form is used to petition the Graduate Exceptions Committee for an extension of time to complete a graduate degree at Kutztown University.

STUDENT DETAILS

Name:

Student ID:

Email:

Phone number:

Term you admitted into your program:

Year you were Admitted:

Last Semester Attended:

Year you Last Attended:

Graduate Program:

Major Advisor:

Total Graduate Credits Completed:

Transfer Credits:

TIME EXTENSION REQUESTED INFORMATION

Proposed Completion Semester:

Completion Year:

Reason for Extension:

By submitting this form, you are requesting that the Graduate Exceptions Committee reviews your request for an extension. After a decision is made you will receive a response by email of the disposition of your request.

Student Signature: _____ Date: _____

Academic Advisor: _____ Date: _____

Chairperson: _____ Date: _____

College Dean: _____ Date: _____

Dean of Graduate Studies: _____ Date: _____