 [ ]  1st Extension

 [ ]  2nd Extension

 [ ]  3rd Extension

 [ ]        Qrtly Extension

**EXTENSION OF DEGREE COMPLETION TIME**

Name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LLU ID#      \_\_\_\_\_\_\_\_\_\_\_ Date of Admission:     \_\_\_\_\_\_\_\_\_\_\_\_

Program:\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree: **CERT** **MA MS MSW DMFT PSYD PHD**

 Circle one

**Current Mailing Address:**

Address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:      \_\_\_\_\_\_\_\_\_\_\_\_\_ State:       Zip:      \_\_\_\_\_

Country:       Email:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Petition for Extension of Degree Completion Time**

**Instructions:**

* 1. Please complete this form using a ballpoint pen, typewriter or a word processor and submit the completed form early in the last quarter of the time limit**. Please attach a written request with reason and timeline for extension**
* 2. State your request completely and clearly. The maximum extension that may be requested at one time is one year up to 3 years.
* 3. Give a timeline (a schedule) with a date for each of the steps that you need to complete all requirements.
* 4. Obtain the permission of your advisor and department chair.
* 5. Submit the petition to the office of the Dean for Academic Affairs.

**Request:** (Month and year for the extension completion time - maximum one year) Month:       Year :

**Reason(s): --Attach a letter**

**Required Signatures and Verification:**

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department's Action: [ ]  Support [ ]  Do Not Support

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean for Academic Affairs' Action: [ ]  Support [ ]  Do Not Support Extension to: Month \_\_\_\_\_ Year \_\_\_\_\_

Dean of Academic Affairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_