

**Department of Sociology, Graduate Studies Committee
Petition to Extend Departmental Time Limits**

Students must complete all requirements for the M.A. degree (thesis or non-thesis) no more than two years from the time of first enrollment in the program. All course requirements for the Ph.D. must be completed within five semesters of first enrollment in the program at the Ph.D. level. In addition, students must satisfy the requirements pertaining to the first ASD within three semesters of first enrollment in the program at the Ph.D. level and the requirements pertaining to the second ASD within five semesters of first enrollment in the program at the Ph.D. level. Finally, students must complete a comprehensive oral examination in which they defend their dissertation proposal within one semester of having completed the requirements pertaining to the second ASD. Students may petition for an extension of these deadlines.

Note that approval of a petition for an extension of departmental time limits does not imply that students will remain eligible for GTA awards or other forms of departmental financial support. On the contrary, failure to meet these deadlines typically means that students will not be considered for further departmental financial support.

Petitions materials required:

- This completed form
- A cover letter explaining the reasons for needing an extension, and a timeline for completing the requirement(s).
- Requests based on medical justifications are required to have supporting documentation from a health care professional. This statement can be as simple as a letter from the student's doctor's office stating that he/she is 'being treated', or 'under doctor's care'. The statement MUST NOT include specifics of the condition for which the student is being treated.

Name: _____

Advisor: _____

Current Deadline:

M.A. _____ Ph.D. Coursework _____

ASD 1 _____ ASD 2 _____

Oral Comp Exam _____

Expected Completion term: _____

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Committee Chair Signature: _____ **Date:** _____
(if different from advisor)

Petition to be reviewed at the next Graduate Studies Committee Meeting on: _____

Decision: _____ Approve _____ Deny

Conditions: _____

Graduate Director's Signature: _____