



COLLEGE of GRADUATE STUDIES
THE UNIVERSITY OF TOLEDO

RETURN TO:
College of Graduate Studies, Respective Campus

Main Campus 3240 University Hall Mail Stop 933	Health Science Campus Mulford Library Room 117 Mail Stop 1042
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Request for Time Extension & Course Recertification

Instructions: This form is to be used by students requesting an additional extension of time to complete their degree. Students who have previously been granted a one year extension through the Continuation of Matriculation for Degree process or the Readmission process, must complete the top portion of this form and submit it to their advisor. Students completing a Readmission Application whose anticipated date of graduation is beyond a one year extension of their original time to degree must also complete this form. Approval of the Advisor, Chair or Program Director, and Associate Dean of the Degree Program indicates that the student has been deemed sufficiently current and adequate to continue to work toward the degree and that the student is making satisfactory progress as determined by internal department or college procedures. The completed form with all approval signatures and any supporting documentation should be returned to the respective College of Graduate Studies Office for review and final approval.

Notification will be sent via university e-mail to both the student and advisor.

To be completed by Student.

Name: _____ Rocket ID: _____

Degree Sought: _____ Program: _____

Projected Date of Graduation (month/year): _____

Reason for Request:

To be completed by Advisor.

Please provide any additional information which you believe should be considered in reviewing this request.

Please list the courses that will be out-of-date at the projected time of graduation:

<i>Dept. & Number</i>	<i>Course Title</i>	<i>Semester/Year Course Taken</i>
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Dept. & Number

Course Title

Semester/Year Course Taken

The student's currency in the subject matter has been thoroughly assessed via one or more of the following approved strategies.

Check all that apply:

The student is working in the field (Currency is provided and verified by attaching only the specific section of the student's professional resume or vitae that relates to the course(s) in question);

The student is teaching the subject matter in a separate context;

Other related courses on the POS provide subject matter currency;

The thesis/dissertation research requires currency in the field through work with current literature;

The student has been examined (written or oral) by a current instructor of the course;

The student has published scholarly research demonstrating substantial knowledge of the course content;

College Approval

The student has remained current in the body of knowledge for all courses exceeding the time limitation for the degree that are included on the Plan of Study. The student is sufficiently current and adequate to continue to work toward the degree and is making satisfactory progress. We approve the student's additional extension request and projected date of degree completion.

Advisor (printed)

Signature

Date

Chair or Program Director (printed)

Signature

Date

Associate Dean, Degree Program (printed)

Signature

Date

College of Graduate Studies Approval

Signature

Date