University at Buffalo
Office of Student Services
The Graduate School

Petition for an Extension of the Time Limit to Complete a Graduate Degree Program

Master's degrees must be completed within four years from the student's first registration date in that master's degree program. Doctoral degrees must be completed within seven years from the student's formal matriculation in that doctoral program. Each academic unit may establish its own stricter policies within the constraints of these overarching institutional time limits. Requests for extensions of time limits must be petitioned using this form.

Last Name _____ First Name _____

UB Person Number _____ Email _____

Academic Dept. _____ Degree Type: Master's ☐ Doctoral ☐

Update Expected Graduation Term to: Spring (6/1) ☐ Summer (8/31) ☐ Fall (2/1) ☐ Year _____

Is full time certification needed? Yes ☐ No ☐

Student Oath: With my signature below, I confirm that I am aware of all required conferral materials and submission deadline for my new conferral date (grad.buffalo.edu/succeed/graduate/requirements.html). I understand that if I fail to submit the required materials on time, my degree will not be conferred on that date and I will need to file another petition to update my HUB record. I understand that registration is required each fall and spring term until my degree is conferred.

Required Attachments

Please attach a written statement documenting the following:

1. The cause of delay in completion.
2. A detailed description of work completed thus far.
3. A detailed month-to-month plan of work to be completed from now until the new anticipated completion date.
4. A written endorsement from the major advisor regarding work completed thus far and feasibility of a student's completion plan.

Required Approvals

Student _____
Print Name Signature Date

Major Advisor _____
Print Name Signature Date

Chair/Director of Grad. Studies _____
Print Name Signature Date

Academic Dean _____
Print Name Signature Date

Submit completed form and attachments to the Graduate School at grad@buffalo.edu or 408 Capen Hall.

For Graduate School Use Only

Reviewer: _____ Approved _____ Denied _____ PDB _____ HUB _____ Email _____

Comments: _____ Revised 4/21/2020

408 Capen Hall, Buffalo, NY 14260-1608
Tel: 716-645-2939 Fax: 716-645-6142