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 (4) years from the student's first registration date in that master's degree program. Doctoral degrees must be completed within seven (7) 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 _____ -- _____ E-mail _____

Matriculating Dept. _____ Master's _____ Ph.D. _____ Au.D. or DNP_____

UPDATE Anticipated Conferral Date to:

- FEBRUARY _____ (Fall conferral)
  year
- JUNE _____ (Spring conferral)
  year
- SEPTEMBER _____ (Summer conferral)
  year

(Student): With my signature below, I confirm that I am aware of all required conferral materials and submission deadline for my new conferral date (found at: http://grad.buffalo.edu/study/graduate/deadlines.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.

ATTACHMENTS: You must attach a written statement documenting the following:
a) the cause of delay in completion
b) a detailed description of work completed thus far
c) a detailed month-to-month plan of work to be completed from now until new anticipated completion date
d) a written endorsement from the Major Advisor regarding work completed thus far and feasibility of student's completion plan

Required Approvals:

Student _____ Date _____

Major Advisor _____ Date _____
Print Name *Signature*

Director of Grad. Studies /Dept. Chair _____ Date _____

SUBMIT completed form & attachments to the Graduate School: grad@buffalo.edu or 408 Capen Hall.

The Graduate School_____ Date _____

FINAL ACTION TAKEN: ☐ Approved ☐ Denied

Comments: _____

GS use only
GDB _____
PDB _____
HUB _____
Email _____

Revised 12-2016

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