Time Limit Extension Request Form
Instructions for Completion & Submission

GRADUATE PROGRAMS
8350 N. Tamiami Trail, SMC C337
Sarasota, FL 34243
TEL: (941) 359-4504
http://www.sarasota.usf.edu/

Please read all instructions prior to form submission!
Please complete all sections.
Incomplete forms will be returned and will delay processing!

PURPOSE

Extension of time limit is separate from reinstatement in program or readmission to candidacy. Time limit extensions are valid for a maximum period of two (2) years from the date of request (see Graduate Catalog). In the event that a student nears the end of the time limitation as specified in their catalog, but the student needs more time to complete the degree, the student must submit a request for an extension.

COMPLETING TIME LIMIT EXTENSION REQUEST FORM

PART 1. STUDENT INFORMATION

- **Name**: Input last name first, then first name and middle initial (if applicable).
- **USF ID#**: Input your new USF ID#, digits only, after the “U” (DO NOT put in your Social Security Number).
- **Address**: Input your current mailing address. If this is different from what is on file in the Registrar’s Office, please contact them to update your file.
- **Telephone Number**: Input your telephone number. Make sure this is one that we can reach you at easily or leave a message if there are any problems/questions about your form.
- **Email Address**: Input your email address. Please make sure this is one that you check regularly so that you are aware of any information electronically sent out in a timely manner.
- **Degree**: Input your degree (i.e. M.A., M.Ed., M.B.A., etc.)
- **Degree Level**: Choose from the drop down list (Master’s – Non-Thesis, Master’s – Thesis)
- **International “F1” Student**: Choose YES or NO (if your answer is YES, please see ISSS, located in Cooper Hall, Room 469, before submitting this request to the College/School).
- **Program/Department**: Input your Program (i.e. Business Administration, Criminal Justice Administration, Elementary Education, etc.).
- **College/School**: Select from the list (AM, BM, EM, HM).

PART 2. REGISTRATION/TIME LIMIT INFORMATION

- **Admission to Program Semester**: Input semester and year that you were originally admitted to your current program (i.e. Fall 03).
- **Reinstatement of Admission Semester (if applicable)**: Input semester and year that you were reinstated to your program (i.e. Fall 06).
- **Graduating Semester (semester time limit ends)**: Input the semester and year that the extension will end (i.e. Fall 07).
- **Student Signature**: You must sign and date this form in order for processing to be completed.
PART 3. APPROVALS

- **Printed Name/Signature:** Input the appropriate name on the left and obtain the signatures of the faculty members listed (*signature must be an original copy from the person listed*).
- **Date:** Ensure that a date of approval has also been provided by the signators.

PART 4. SUBMISSION INFORMATION/REGISTRAR'S OFFICE

- **Procedure for Submission:** Submit form and appropriate paperwork to the College/School after securing all appropriate signatures with the following attached:
  - Student’s letter of request, stating reason for delay and indicating a timeline for completion
  - Supporting letters (*from faculty or directors*)
  - A copy of the student’s Reinstatement of Admission Letter (*if applicable*)

- **Deadline for Submission:** The Time Limit Extension Request Form must be submitted, complete, to the College/School *at least one semester before* the time allotted to earn your degree has expired.

- **Routing/Approvals:** Once approved by the College/School, the original form will be forwarded to the USFSM Office of the Records & Registration for processing.
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PART 1. STUDENT INFORMATION

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Last Name
First Name
M
USF ID#

Address

Telephone #

City
State
Zip
E-mail address

YES NO
Degree (i.e. M.A.)
Degree Level (i.e. Master’s-Non Thesis)
International “F1” Student?

Program (i.e. Educational Leadership, Criminal Justice Administration, Business Administration, etc.)
USF College/School (use 2 letter abbreviation)

PART 2. REGISTRATION/TIME LIMIT INFORMATION

Admission to Program
Semester (i.e. Fall 03)

Graduating Semester
(i.e. Fall 07 – semester time limit to end)

Reinstatement of Admission
Semester (i.e. Fall 06 – if applicable)

Student Signature
Date

PART 3. APPROVALS

Name
Signature (all signatures must be originals)

ISSS Approval (if applicable)

Date

Program Advisor/Coordinator (if applicable)

Date

College/School Dean

Date

Regional Vice Chancellor for Academic Affairs

Date

PART 4. REGISTRAR’S OFFICE

Entered into the General Student Record:
Registrar’s Signature
Date

OFFICE USE ONLY

☐ College/School
☐ USFSM Records & Registration (original)