



TIME LIMIT EXTENSION REQUEST FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: www.usf.edu/graduate-studies/about-us/contact-us.aspx

INSTRUCTIONS FOR COMPLETION AND SUBMISSION

This form should be filled in electronically.

Please read all instructions prior to form submission. Complete all sections.

Incomplete forms will be returned to the student or college unprocessed and will delay action on your request.

PURPOSE

The Time Limit Extension Request may be filed when a student nears the end of the time limitation for completion of the requirements for their degree but needs more time to complete the degree. Time limits are specified in the Graduate Catalog corresponding to the year the student was admitted (or readmitted) to the program. Time Limit Extensions are separate from readmission to the program or readmission to candidacy; however, these forms may need to be submitted prior to requesting the extension. Time Limit Extensions are valid for a maximum period of two (2) years from the date of request (see Graduate Catalog) but may only be requested one time.

OFFICE OF GRADUATE STUDIES – IMPORTANT POLICIES

- **Time Limit Calculations:** The time limits detailed below are calculated from the **original date of admission** to the program.
- **Leave of Absence:** An approved leave of absence stops the clock during the time of the leave.
- **Time Limitations – Master’s and Ed.S.:** Degrees must be completed within **five (5) years** from the student’s date of admission.
- **Time Limitations – Doctoral:** Degrees must be completed within **seven (7) years** from the student’s date of admission to the doctoral program.
- Courses that are **ten (10) years old** will require a course currency.
- **Number of Time Limit Extensions Allowed:** Students may request ONE time limit extension based on documented exceptional circumstances that precludes completion of the degree within the allowable time to degree.

SECTION I: STUDENT INFORMATION

- **Name:** Input last name first, then first name.
- **USF ID#:** Input your USF ID#, digits only, after the “U” (**DO NOT** put in your Social Security Number).
- **Telephone Number:** Input your telephone number. Make sure that you enter a phone number that you check frequently so that we may leave a message if there are any problems/questions about the form.
- **USF Email Address:** Input your email address. Please make sure this is your official USF email.
- **Degree:** Input your degree (i.e. M.A., M.S.P.H., Ph.D., etc.).
- **Degree Level:** Choose your correct degree level to indicate if your degree is a Master’s – Non-Thesis, a Master’s – Thesis, Ed.S., or Doctoral).
- **Major/Department:** Input your Major/Department name (i.e. Biology, Public Health, Elementary Education, etc.).
- **College:** Select from the list (AC, BC, BU, CS, EN, EU, FA, GS, MD, MS, NR, PH, RX).

DIRECTIONS FOR INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS: Students with an F1 visa must submit this form to OIS via iStart to obtain their signature. DO NOT PROCEED WITH THIS WRITTEN REQUEST unless you have obtained the OIS signature on your form. Information about contacting OIS is available at: <https://www.usf.edu/world/international-services/about-us/contact-us.aspx>.

OIS ADVISOR: A written approval letter on letterhead from OIS may be attached to the petition if special circumstances are to be considered.

SECTION II: REGISTRATION/TIME LIMIT INFORMATION

- **Admission to Major Semester:** Input semester and year that you were originally admitted to your *current* major (*i.e. Fall 03*).
- **Admission to Candidacy Semester (if applicable):** Input semester and year that you were admitted to doctoral candidacy (*i.e. Fall 05*).
- **Readmission Semester (if applicable):** Input semester and year that you were readmitted 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.

SECTION III: APPROVALS

For assistance, please go to the Graduate Major Contact Information site: http://www.grad.usf.edu/programs/search_all.php.

- **Printed Name/Signature:** Input the appropriate name on the left and obtain the signatures of the faculty members listed. (Signatures must be an original – not a copy)
- **Date:** Ensure that the signers have also provided a date of approval.

SECTION IV: COMPLETION OF THE PROGRESS BENCHMARKS AND TIMELINES

- **This is a PDF form that can be filled electronically:** Input the appropriate information into top part of the form.
- **Time to Degree Calculation:** Provide the expected time to degree based on completion of the degree by the end of the requested extension.
- **Benchmarks and Timelines:** Enter the key progress benchmarks and time lines that will allow the completion of the work required for the degree within the period requested.
- **Signatures:** This page must be endorsed by the **Major Professor** to certify the progress benchmarks and timelines.

SUBMISSION INFORMATION/OFFICE OF THE REGISTRAR

- **Procedure for Submission:** Submit form and appropriate paperwork to the Office of Graduate Studies after securing all required signatures with the following attached:
 - Submission of the Time Limit Extension Form
 - Submission of the Time Limit Extension Progress Benchmarks and Timelines Form
 - Student's letter of request, stating reason for delay in completion of the degree requirements
 - Supporting letters (*from faculty, chairs or program directors*)
 - A copy of the student's Reinstatement of Admission Letter (*if applicable*)
 - The Readmission to Candidacy Request (*if applicable*)
- **Deadline for Submission:** The complete **Time Limit Extension package** must be submitted to the Office of Graduate Studies *at least one semester prior* to the expiration of the time allotted to earn the degree (including summer semesters).
- **Routing/Approvals:** Once approved by the Office of Graduate Studies, an electronic version will be forwarded to the Office of the Registrar.



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International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No OIS Approval Signature: _____

SECTION I: STUDENT INFORMATION

Last Name		First Name		USF ID	
Street Address		City		State	Zip Code
Email			Phone Number		
<input type="checkbox"/> Master's – Non-Thesis <input type="checkbox"/> Ed.S. <input type="checkbox"/> Pre-Candidacy (6D) <input type="checkbox"/> Master's – Thesis <input type="checkbox"/> Doctoral <input type="checkbox"/> In Candidacy (6C)		Degree Level			
Degree (i.e., M.A.)		Degree Level		For Doctoral Only	
Major		Department		College	

SECTION II: REGISTRATION/TIME LIMIT INFORMATION

Admission to Major Semester (i.e., Fall 2009)		Reinstatement of Admission Semester (i.e., Fall 2013 – if applicable)	
Admission to Candidacy Semester (i.e., Fall 2012)		Revised Expected Graduation Semester (i.e., Fall 2014 – semester time limit to end)	

Student Signature	Date
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SECTION III: APPROVALS

Major Professor Name	Signature	Date
Co-Major Professor Name (if appl.)	Signature	Date
Department Chair/Director Name	Signature	Date
College Dean/Designee Name	Signature	Date
Graduate Studies Associate Dean/Designee	Signature	Date

OFFICE OF THE REGISTRAR

Please update the General Student Record and Expected Graduation Date.

Processed by:			
	Name	Signature	Processed Date



TIME LIMIT EXTENSION PROGRESS BENCHMARKS AND TIMELINES FORM
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SECTION IV-A: TIMELINES		
Last Name		USF ID
First Name		
Major	Department	Degree

Original date of admission:	
	Semester and Year
Dates of any approved Leave of Absence :	
	Semester and Year
Current time limit for graduation:	
	Semester and Year
New time to degree limit, if extension is approved:	
	Semester and Year

SECTION IV-B: BENCHMARKS	
Provide a concise, but specific action plan that details the key progress benchmarks that will allow the completion of the program of study within the time requested. Dates noted below should be congruent with dates on previous page. Forms will be returned if this information is not included with sufficient detail and realistic timelines. Time limit extensions can only be a maximum of two (2) years, but we encourage students to finish as rapidly as possible.	
Benchmark	Semester of Completion
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

SIGNATURES	
Student Signature	Date
I approve the action plan:	
Major Professor or Program Director Signature	Date



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SECTION IV-A: TIMELINES			
Somers		Mark	
Last Name		First Name	
Geology		Geosciences	
Major		Department	
		Ph.D.	
		Degree	
		U12345678	
		USF ID	

Original date of admission:	Fall 2005
	Semester and Year
Dates of any approved Leave of Absence:	Fall 2009-Summer 2011
	Semester and Year
Current time limit for graduation:	Summer 2014
	Semester and Year
New time to degree limit, if extension is approved:	Spring 2015
	Semester and Year

SECTION IV-B: BENCHMARKS		
Provide a concise, but specific action plan that details the key progress benchmarks that will allow the completion of the program of study within the time requested. Dates noted below should be congruent with dates on previous page. Forms will be returned if this information is not included with sufficient detail and realistic timelines. Time limit extensions can only be a maximum of two (2) years, but we encourage students to finish as rapidly as possible.		
	Benchmark	Semester of Completion
1.	Complete analysis of geodes in Florida	Summer 2014
2.	Analysis of additional specimen	Summer 2014
3.	Final data analysis	Fall 2014
4.	Committee meeting to discuss dissertation outline and obtain approval to write	Fall 2014
5.	Dissertation writing and editing	Fall 2014
6.	Completion of dissertation and defense	Spring 2015
7.	Graduation	Spring 2015
8.		
9.		
10.		

SIGNATURES		
Student Signature		Date
I approve the action plan:	ALL FORMS MUST BE APPROVED	
	Major Professor or Program Director Signature	Date