



Extension of Time (EOT) Request Form

Date this form was completed:

In evaluating an Extension of Time (EOT) request, The Graduate School considers several factors, including history of forward progress toward the degree and currency of knowledge in the field of study. To help facilitate the process, the following information must accompany each completed form. If an Extension of Time (EOT) request is submitted without the information below, then it will be returned to the respective unit. See [Graduate Bulletin](#) (Graduate Degree and Certificate Requirements Section) for additional information regarding the recency requirement.

1. A copy of the graduate student's FSU unofficial transcript.
2. For doctoral students, copies of the annual reviews must be provided from the **immediate prior two years**. The annual evaluations must be completed with departmental feedback and signatures. Note: An annual assessment is not currently required at the university level for master's students.
3. A statement from the major professor, which addresses the currency of the graduate coursework and knowledge relevant to the degree, and the progress of the student toward degree completion. (See below for more info)
4. A statement from the student, explaining the basis for the extension request, work accomplished, and a detailed timeline for completion. (See below for more info)
5. Please attach ALL prior approved Extension of Time (EOT) forms (final signed copies).

STUDENT INFORMATION:

Student's Full Name: _____

EMPL ID#: _____

Degree Type: Master's Doctoral

Manuscript Type: Thesis Treatise Dissertation N/A

Academic College: _____

Department/Unit (if applicable): _____

Degree Program Name: _____

Major Professor: _____

Co-Major Professor: _____

TIME LIMIT FOR COMPLETION OF DEGREE REQUIREMENTS:

Master's Degree - The work for the master's degree must be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master's degree. If the master's degree is not completed within seven years from the time the student first registers for graduate credit, and the program and/or Department Chair does not choose to approve an Extension of Time (EOT), then the student may no longer be enrolled in that program or at Florida State University.

Semester and year that the master's student first registered for graduate credit. *Note: if internal or external transfer work is being applied to the graduate career, please note the semester and year that the student took the graduate credit, not the FSU admit/matriculation term.

Spring Summer Fall Year

Doctoral Degree - All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination and is admitted to the candidacy. If the student's major professor and/ or Department Chair does not choose to either approve an Extension of Time (EOT) or require the student to take the preliminary exam and/or coursework again for readmission to candidacy, then the student may no longer be enrolled in that program or at Florida State University.

Semester and year that the graduate work started for the doctoral degree:

Spring Summer Fall Year

Semester and year the doctoral student was admitted to candidacy:

Spring Summer Fall Year

LENGTH OF TIME FOR DESIRED EXTENSION OF TIME REQUEST:

Extension requested through:

Spring Summer Fall Year

PREVIOUS EXTENSION OF TIME REQUESTS (If applicable, attach copies of ALL previous EOTs):

How many Extensions of Time (EOTs) has the student received (not including this one, if approved):

Date previous extension was granted:

Spring Summer Fall Year

Date previous extension ended:

Spring Summer Fall Year

STATEMENT FROM THE MAJOR PROFESSOR

Address the currency of the student's graduate coursework and knowledge relevant to the degree. Provide a detailed account of the student's progress toward degree completion. If the student has not been a consistent full-time student, an indication should be given as to what employment or other activities have occupied the student's time, and how these may have influenced currency of knowledge in the field. If additional room is needed, attached paperwork may be included:

STATEMENT FROM THE GRADUATE STUDENT

Address the basis for the extension request, work accomplished, and provide a timeline for completion. The timeline must be detailed and provide a clear articulation of what is left to be done and dates by which things will be accomplished. A semester of expected graduation must also be provided. If additional room is needed, attached paperwork may be included:

APPROVAL OF EXTENSION OF TIME REQUEST:

The student's full supervisory committee, unit head and Academic Dean must first approve the Extension of Time request. Final approval rests with the Dean of the Graduate School (or designee). **The Academic Dean must email the signed Extension of Time Form (PDF) to James Beck (jpbeck@fsu.edu) in The Graduate School for final review/approval.**

Supervisory Committee Member Date

Supervisory Committee Member Date

Supervisory Committee Member Date

Supervisory Committee Member Date

Supervisory Committee Member Date

Supervisory Committee Member Date

Department Chair/Unit Head Date

Academic Dean (or designee) Date

Graduate School Decision: Approved Not Supported/Denied

Graduate School Comments:

Dean of The Graduate School (or designee) Date