

# FSU | GRADUATE SCHOOL

## 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.

### **INSTRUCTIONS:**

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 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 graduate student, explaining the basis for the extension request, work accomplished, and a detailed timeline for completion. (See below for more info)
5. The Academic Dean's Office is encouraged to provide a response on the case (see below).
6. Please attach **ALL** prior approved Extension of Time (EOT) forms (final signed copies).
7. The Extension of Time (EOT) Request Form must be approved and signed off by the graduate student's academic unit before the Academic Dean's Office sends the request to the Graduate School for final review. Graduate students CANNOT submit Extension of Time (EOT) Request Forms to the

Graduate School for review.

8. Response time from the Graduate School will vary depending on the complexity of the case. Once a decision is reached, the Dean of the Graduate School (or designee) will send the decision to the Academic Dean's Office, who must notify the student of the decision (and any other unit, if appropriate).

**STUDENT INFORMATION:**

Student's Full Name: \_\_\_\_\_

EMPL ID#: \_\_\_\_\_

Degree Type:  Master's       Doctoral

Manuscript Type: \_\_\_\_\_

Academic College: \_\_\_\_\_

Department/Unit (if applicable): \_\_\_\_\_

Degree Program Name: \_\_\_\_\_

Major Professor Name: \_\_\_\_\_

Co-Major Professor Name (if applicable): \_\_\_\_\_

**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.

Semester: \_\_\_\_\_ and 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:

Semester: \_\_\_\_\_ and Year: \_\_\_\_\_

Semester and year the doctoral student was admitted to candidacy:

Semester: \_\_\_\_\_ and Year: \_\_\_\_\_

**LENGTH OF TIME FOR DESIRED EXTENSION OF TIME (EOT) REQUEST:**

Semester and year the extension is requested through:

Semester: \_\_\_\_\_ and Year: \_\_\_\_\_

**PREVIOUS EXTENSION OF TIME (EOT) REQUESTS**

\*If applicable, attach copies of ALL previous extensions.

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

Semester and year the previous extension was granted:

Semester: \_\_\_\_\_ and Year: \_\_\_\_\_

Semester and year the previous extension ended:

Semester: \_\_\_\_\_ and 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:

A large, empty rectangular box with a thin black border, intended for the professor to write their statement. The box occupies the lower two-thirds of the page.

## **STATEMENT FROM THE GRADUATE STUDENT**

Address the basis for the extension request, work accomplished, and provide a detailed timeline for completion. The timeline must be specific 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.

**STATEMENT FROM THE ACADEMIC DEAN'S OFFICE**

The Academic Dean's Office is encouraged to provide a response on the case (attach additional pages if necessary).

A large, empty rectangular box with a thin black border, occupying the lower two-thirds of the page. It is intended for the Academic Dean's Office to provide a response to the case mentioned in the text above.

**APPROVAL OF EXTENSION OF TIME (EOT) REQUEST:**

The student's full supervisory committee, unit head and Academic Dean (or designee) must first approve the Extension of Time request. Final approval rests with the Dean of the Graduate School (or designee).

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Major Professor/Advisor	Date
Co-Major Professor (if applicable)	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

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**Please email the Extension of Time Request (EOT) Form (PDF) to James Beck ([jpbeck@fsu.edu](mailto:jpbeck@fsu.edu)) in The Graduate School.**

**See next page for final decision.**

Graduate School Decision:    Approved        Not Supported/Denied   

Graduate School Comments:

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Dean of The Graduate School (or designee)

Date