Stony Brook University

The Graduate School
School of Professional Development
gradrecords@stonybrook.edu
spd@stonybrook.edu

Waiver of Graduate Time Limit

STUDENT INFORMATION		
Last Name (Current Name on SB Records)	**First** Name (Current Name on SB Records)	Stony Brook I.D. (Not S.S. #)
Graduate Program	Phone	SBU E-mail Address

Requested Extension (circle/select semesters)	Previous extensions requested:
From: Spring Summer Fall 20 To: Spring Summer Fall 20	Circle./select one: **0 1 2 3 4+**

POLICIES REGARDING TIME LIMITS

- The time-limit for most advanced graduate certificates is three years.
- The time-limit for a master's degree is three years for full time and five years for part time and School of Professional Development students including Post-Master's Advanced Graduate Certificates.
- The time-limit for a doctoral degree is seven years after completion of graduate 24 credits.

Petitions for an extension of the time limit must have the approval of the student's advisor and/or graduate program director and must contain a significant justification for the extension. If approved, the extension will be for a maximum of one semester or one year. Requests for a longer period of time may be considered in special circumstances. **Please note**: **All requests beyond one semester require a contract, approved by the student's advisor and/or graduate program director, which outlines all future milestones towards the completion of the student's degree work (including milestone towards the completion of a dissertation) and the proposed dates by which the student should have completed these tasks.**

REASON FOR REQUEST

Briefly state the reason for the request. This field is required (and an attachment may be included).

Department Approval: _____   **Date:** _____
Graduate Program Director or Chair

GRADUATE SCHOOL/SCHOOL OF PROFESSIONAL DEVELOPMENT REVIEW

☐ Approved   ☐ Denied - Reason: _____

Graduate School/SPD Approval: _____**Date:** _____

Graduate School: 2401 Computer Science Bldg.
School of Professional Development: 2321 Computer Science Bldg.

It is the policy of the Graduate School & School of Professional Development to abide by University,
federal, and state laws. For more information on our policies, visit the Graduate Bulletin.