



The City University of New York

### APPLICATION FOR GRADUATE TIME EXTENSION

All matriculated graduate students who have exceeded the time limit allowed for the completion of their degree, are required to file an application for time extension at the Registrar's Office Room 217 HN. **This time extension must be approved and signed by BOTH the Graduate Advisor AND Division Dean. Please do not submit this form to the Registrar's Office without the required signatures.** The total time limit for completing all degree requirements is 4 years EXCEPT for programs in Education, Nursing, Health Sciences, and Social Work where the time limit is 5 years. Your time is calculated from your first semester in a matriculated program, excluding the Summer Session, to the end of your final semester: 8 semesters for a 4 year program, 10 semesters for a 5 year program. Courses exceeding the limit at graduation will not be included in degree credits unless approved by the Graduate Advisor AND Division Dean.

Name: \_\_\_\_\_  
Last First Middle Maiden or Other  
ID/SS #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Program of Study: \_\_\_\_\_

Phone #: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_  
CELL: \_\_\_\_\_

Are you currently enrolled? \_\_\_\_\_ If not, did you apply for re-admission? \_\_\_\_\_  
YES NO YES NO  
If yes, which semester? FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
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**FOR COMPLETION BY THE GRADUATE ADVISOR AND DIVISIONAL DEAN**

APPLICATION DENIED: \_\_\_\_\_

APPLICATION APPROVED: \_\_\_\_\_ EXTENSION GRANTED UNTIL: \_\_\_\_\_  
MONTH YEAR

SEMESTER	COURSE PREFIX	COURSE NUMBER	COURSE TITLE

GRADUATE ADVISOR  
SIGNATURE: \_\_\_\_\_

DIVISIONAL DEAN  
SIGNATURE: \_\_\_\_\_

DEPARTMENT STAMP DATE

DEAN'S STAMP DATE