

**EAST TENNESSEE STATE UNIVERSITY  
SCHOOL OF GRADUATE STUDIES**

**Application for Extension of Time**

Office Use Only

Initials: \_\_\_\_\_

Catalog of Record: \_\_\_\_\_

Recorded: \_\_\_\_\_

I, (Student Name) \_\_\_\_\_

E#: \_\_\_\_\_

hereby request an extension of time through \_\_\_\_\_ to complete the requirements for the \_\_\_\_\_

Degree with a major in \_\_\_\_\_. My justification for the request is as follows:

The following courses are outside the matriculation limit and will need to be revalidated:

Course ID Number	Course Title	Credit Hours	Semester and Year Completed	Date

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(To Be Completed by the Department or Program)

The Advisory Committee has discussed this request and  recommends  denies its approval

To revalidate course work which has exceeded the matriculation limit, the Committee recommends the following:  
(See page two for revalidation options.)

Advisory Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Department Chair / Graduate Coordinator \_\_\_\_\_ Date \_\_\_\_\_

(For Use by School of Graduate Studies)

Extension Rejected

Extension Approved through

Signature of Dean, School of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

## REVALIDATION OF CREDIT

To ensure that a student's knowledge base is current at the time the degree is awarded, all credit which exceeds the matriculation limit, must be revalidated. The matriculation limits for various degrees are as follows:

The time limit for the use of credit toward the master's degree is six years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.

The time limit for the use of credit toward the education specialist degree is five years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.

The time limit for completion of the doctoral program by a student who holds the Ed.S. degree or equivalent is five years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.

The time limit for completion of the doctoral program by students who begin their programs after a bachelor's or master's degree is seven years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.

When a student requests an extension of time, the advisory committee should review the program of study, identify course work which exceeds the matriculation limit, and make a recommendation for revalidation of expired course work through one or more of the following options:

Option 1: Examination: The Department or Program may elect to examine the student (orally or in writing) and report the results to the School of Graduate Studies.

Option 2: Independent Study: The Department or Program may elect to design an independent study if no course currently exists by which the student may update course content.

Option 3: The student may repeat expired course work.

Option 4: Additional Hours: The Department or Program may assign additional hours of course work to ensure currency of knowledge in rapidly changing content areas.