



**Time Limit Exception and Completion Plan**

The Graduate Student Coordinator must review the graduate student’s Online file in Campus Information Services (CIS) ensuring it is complete.

The department will fill out the form and email the form to [gradrecords@gradschool.utah.edu](mailto:gradrecords@gradschool.utah.edu)

Check the website for details: <https://gradschool.utah.edu/navigating-grad-school/petition-for-an-extension.php>

Graduate Student Information	
Name	UID#
Current GPA	Admitted semester and year
Degree, program	Advisor’s Name
Expected degree completion date	Director of Graduate Studies Name

**Justification for exception:**

Graduate Student Completion Plan
The completion plan lays out specific milestones leading to completion

Milestones for completion of degree			
	Month	Date	Year
Semester and year of graduation			

Graduate Student Certification
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I hereby certify that I understand the following:

- Failure to complete the milestones by the specified deadline may result in the dismissal from the program (the supervisory committee would review such a situation and make a recommendation).

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Name	UID#
<b>Graduate Student Research Advisor Acknowledgment</b>	
I have reviewed this request and endorse the attached Time Limit and Completion Plan agreement.	
_____ Signature	_____ Date
_____ Name	_____ Title

<b>Department Chair or Director of Graduate Studies Acknowledgment</b>	
I have reviewed this request and endorse the attached Time Limit and Completion Plan agreement.	
_____ Signature	_____ Date
_____ Name	_____ Title

<b>Graduate School Approval</b>	
I have reviewed this request.	
<input type="radio"/> Approved <input type="radio"/> Not Approved	
Reason for not approving:	
_____ Signature of Graduate Dean	_____ Date
_____ Name	_____ Title