PMBA PROGRAM PETITION FOR AN EXTENSION OF TIME LIMIT TO COMPLETE DEGREE PROGRAM

TIME LIMITS FOR DEGREE COMPLETION:
- All graduate work credited toward a Master’s Degree in Business Administration must be completed within five years from the first registration date.
- Requests for extensions of time limits must be petitioned using this form.

STUDENT INFORMATION: __________________________ Date: _______________

Last Name: ______________________________ First Name: ______________________________

Person Number: ___________________________ E-mail: ________________________________

Are you an international student? Yes_________ No_________

EXTENSION INFORMATION:

Semester of first registration in current program: ______________________________

New Anticipated Conferral Date:  □ February 1st □ June 1st □ September 1st __________(year)

ATTACHMENT: You must attach a written statement documenting the following:
- the cause of delay in completion
- detailed description of work completed thus far
- detailed month-to-month plan of work to be completed from now until new anticipated completion date
- written endorsement from the Major Advisor regarding work completed thus far and feasibility of student’s completion plan

REQUIRED SIGNATURES:

Signature: ______________________________ Date: _______________

Major Advisor: ______________________________ Date: _______________

Department Chair: ______________________________ Date: _______________

Academic Dean: ______________________________ Date: _______________

FINAL ACTION TAKEN:  □ Approved □ Denied

Comments: _____________________________________________________________