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:

a) the cause of delay in completion
b) detailed description of work completed thus far
c) detailed month-to-month plan of work to be completed from now until new anticipated completion date
d) 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: _________________________________________________________________________________