Graduate Program 6-Year Extension Request Form

Students requesting an extension to the 6-Year Rule for completing master’s degree programs should complete and submit this form in collaboration with their graduate advisor. The student must include a memo explaining the circumstances that led to requiring the requested extension. The form and accompanying memos will be submitted by the program to the office of the Dean of the College of Graduate Studies and Research.

IMPORTANT NOTE TO PROGRAM ADVISORS: Please send this form with supporting memo to graduatstudies@neiu.edu. The College of Graduate Studies and Research will not consider 6-Year Extension requests without supporting memo(s) from the program.

STUDENT INFORMATION:

Last Name: ________________________       First Name: ________________________

Graduate Program: _____________________       NEIU ID: ________________________

Term and year of 1st course taken in Graduate Program: ________________________

Anticipated term and year of program completion: ________________________

Current GPA: ________

EXPIRED COURSE INFORMATION

In the table below, list the courses that will be more than six years old at the time of your graduation from the program.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>COURSE NAME</th>
<th>NUMBER</th>
<th>CREDIT HOURS</th>
<th>TERM &amp; YEAR TAKEN</th>
<th>COURSE GRADE</th>
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INFORMATION FROM THE PROGRAM ADVISOR OR CHAIR

To the advisor or chair: please submit with this form a memo about the currency of the material the student learned in the expired courses listed above. Please be specific about the currency of the content of each petitioned course in the context of the program the student is working to complete, while keeping in mind that the faculty committee considering the petition will probably not be in your discipline. Your memo should include a brief explanation addressing how the learned material in the
expired coursework is still current and relevant to the degree. It can also include details of whether the learned material has been refreshed by any extra-academic experiences (e.g. employment responsibilities).

Please be clear how the student will regain currency in the outdated areas, and whether you and the program support this petition.