

According to Northeastern academic policy, graduate students have six years from the initial term of enrollment to finish their program. For example, a student who takes her first courses towards her master's degree in Fall 2012 will have until the end of Fall 2018 to complete her degree. Students requesting an extension to the 6-Year Rule for completing master's degree, endorsement, or certificate programs should complete and submit this form in collaboration with their graduate advisor.

To the Student

Please write a memo explaining the circumstances that led to requiring the requested extension, and submit it with this form to your 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. If the student intends to graduate in the next three semesters, please also submit an Academic Course Record Form for the student, that is complete to the extent that is currently known. It is critical for the GCAC to understand how the student's coursework lines up to fulfill the program requirements. 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 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 Please be clear how the student will regain currency in the outdated areas, and whether you and the program support this petition.

Important Note to Program Advisors

Please send the Graduate Program 6-Year Extension Request Form with supporting memo and completed ACR Form to graduatestudies@neiu.edu. The College of Graduate Studies and Research will not consider requests without supporting memo(s) from the program and student.

Student Information

| | |
|---|---|
| Last Name: | First Name: |
| Graduate Program: | NEIU ID #: |
| Semester/ Year 1st Course Taken in Program: | Expected Graduation Semester/Year: |
| Current Graduate 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.

| Department | Course Name | Number | Credit Hours | Term & Year Taken | Course Grade |
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