



Maximum Time Limit Extension

Students: 1) Complete the *Student Information* and *Extension Request* sections below. 2) Review your official transcripts with your Program Coordinator/Advisor (or) Department Chairperson to obtain transfer course equivalency and approval. 3) **TURN FORM OVER, READ POLICY, PRINT, SIGN & DATE.**

STUDENT INFORMATION

EMPLID _____	FIRST NAME _____	LAST NAME _____
PHONE _____	Preferred EMAIL _____	
PLAN (Program) _____		SUB-PLAN (Concentration/Sequence/Specialization/Track) _____

EXTENSION REQUEST

I request an extension to the 5-year time limit and understand that an extension may only be granted once.

ONE (1) YEAR _____ TWO (2) YEARS _____
TERM YEAR TERM YEAR

Attach an explanation of the circumstances for a request for time extension and include any additional documentation in support of your request.

Program Coordinators/Advisors/Department Chairs: Select applicable boxes below *and* indicate your approval by signing below.

ELIGIBILITY CRITERIA

- 1st Time Request
- Currently enrolled
- Unusual circumstances

Comments: _____

 Print Name

 Signature

 Date

Graduate Studies Office Use Only

APPROVED, Requirement Term: _____

DENIED, Reason: _____

 Director (or) Deputy Director Signature

 Date



POLICY

Time Limit for Earning a Lehman College Master’s Degree

In Short: Manner in which a graduate student must request an extension of time to complete the requirements for a degree due to unusual circumstances.

The following regulations apply to all matriculated Lehman College graduate students:

- Master's degree candidates must complete their programs within five years from the time they begin their program and become degree-seeking graduate students.
- Absence from the College for one or more semesters does not alter or affect the five year limit (see Interruption of Studies) for earning a degree.
- Currently enrolled graduate students who, due to unusual circumstances, are unable to complete their degrees within the five-year period may apply for a two-year extension.
- Extension requests will be reviewed by the Graduate Studies Appeals Committee and the Academic Department offering the degree program for review and final decisions.
- Extensions may only be granted once. In total, upon granting an extension, there will be seven permitted years to complete a graduate program.
- Failure to file an extension or to complete the degree within the granted timeline will result in the closing of the student record. Students with closed records will not be permitted to continue their studies in the incomplete graduate program.

Students who are not currently enrolled must adhere to the interruption of studies policy to be readmitted into the College.

With my signature below, I affirm that I have read and understand the Lehman College policy [Transfer of Credit](#).

Printed Name _____

Signature _____

(If submitting electronically via your college email @lc.cuny.edu you may leave this field blank)

Date _____

Return completed form to the *Office of Graduate Studies* located in *Shuster Hall, Room 279*. You may also submit a completed form electronically to graduate.studies@lehman.cuny.edu.