



**Request for Time Extension  
(One-Semester Extension)**

This request should reach the Russ College Dean's Office before the close of the final semester in which the student's degree requirements were to have been completed, based on the Time Limit policy per the Ohio University Graduate Catalog.

**Student Name:** \_\_\_\_\_ **PID #:** \_\_\_\_\_

**Student OHIO Email Address:** \_\_\_\_\_

**Degree Program/Code:** \_\_\_\_\_

**Department/School:** \_\_\_\_\_

**Entry Term/AY Admitted to Degree Program:** \_\_\_\_\_

**Requesting to Complete Degree in Term/AY:** \_\_\_\_\_

**\*NOTE**

The following items must be included with this request:

Student must include a statement requesting the time extension. The statement should indicate the reason for the request.

Advisor must include a statement in support of the student's time extension. The statement should reinforce student's reason for request.

Advisor must include a detailed schedule or spreadsheet outlining the student's remaining milestones along with a projected defense date.

Department/School Graduate Chair or Program Director must include a brief statement supporting the request for extension.

\_\_\_\_\_  
\_\_\_\_\_  
**Advisor** **Date**

\_\_\_\_\_  
\_\_\_\_\_  
**Department/School Graduate Chair or Program Director** **Date**

\_\_\_\_\_  
\_\_\_\_\_  
**Eric Steinberg, Ph.D., P.E.** **Date**  
**Associate Dean for Research and Graduate Education**