Office of Graduate Education – South Dakota School of Mines and Technology

Extension of Graduate Studies Petition

Student's printed name: _____ Student ID: _____

Student's degree program: _____ Type: ___M.ENG ___ MS ___PhD

A Master of Science or Masters of Engineering degree program must be completed within five (5) calendar years dating from student's formal entrance into a degree-seeking program. A Doctor of Philosophy degree program must be completed within eight (8) calendar years.

A student may petition the Dean of Graduate Education for an extension to the 5 or 8 year time limit. Petitions will be granted for a maximum of one year. If the student does not complete the degree by the agreed upon date, the student's program of study may be terminated. A request for a second extension may be granted under extraordinary circumstances.

Courses taken by the student at any institution that are requested to be part of the degree program and that were taken more than five years (Masters programs) or 8 years (Ph.D. programs) prior to the date of anticipated graduation must be reviewed by the student's major department/program and the Dean of Graduate Education for possible acceptance.

A student who is unable to continue his/her program of graduate study due to unanticipated circumstances may request a leave of absence using the form available at the graduate education website. If the request is approved, the student will not be subject to continuing registration, and the leave of absence will not count toward the time limits to complete his/her program of study. International students are not eligible for a leave of absence if they intend to remain in the U.S. during the leave.

Date of initial enrollment: _____

Estimated date of program completion: _____

Reason for extension:

_____	_____	_____
Student Signature	Print name	Date
_____	_____	_____
Advisor/Major Professor Signature	Print name	Date
_____	_____	_____
Dept Head or Program Coordinator Signature	Print name	Date
_____	_____	_____
Dean of Graduate Education Signature	Print name	Date

Revised 8/2017

Graduate Office Use: _____