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**PhD Extension Form**

**Registration Services**

847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY| www.garrett.edu

Students requiring extra time to meet program deadlines may petition the PhD Committee for additional time. The limit on extensions is two semesters during the program. Petitions should be emailed to the PhD Director, and cc the registrar’s office (registrar@garrett.edu) and the doctoral office (doctoral.support@garrett.edu).

Students requesting for an extension for Admission to Candidacy must have advisor approval and complete the program within 5 years after admission or they must submit a completion extension.

Students requesting for an extension for Completion must at least have half of their dissertation completed and submitted to their advisor with a schedule for finishing the remainder of the project before a completion extension will be considered.

The denied or approved petition is mailed to the student with copies filed in the student's folder in the registrar's office.

Appeals to the petition decision should be directed to the Academic Dean.

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Student ID#** | |  | **Date** |  | | **Name** |  | | **Concentration** |  |   **Extension Request:**   |  |  |  |  | | --- | --- | --- | --- | | **Candidacy** |  | **Completion** |  | |  |  |  |  | | | | |
| **Reasons for request** | | | |
|  |  |

**student’s signature**

**Typing name in signature field and sending from garrett.edu e-mail address constitutes signature.**

**Signatures Required**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Advisor** |  | **Support petition?** | **Yes**  **No** |

**advisor’s signature**

|  |
| --- |
| **If yes, the reason is** |
| **If no, the reason is** |

|  |  |
| --- | --- |
| 1. **PhD Director** |  |

|  |  |
| --- | --- |
| **Date** |  |
|  |  |

1. **PhD Committee**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Granted** |  | **Denied** |  | **Date** |  |