



LOMA LINDA
UNIVERSITY

University Records

Extension of Degree Completion Request

Name: _____ ID#: _____ Admission Term: _____

Program: _____ Degree: _____

Petition for Extension of Degree Completion Instructions:

- Submit completed form no later than early in the last term of active student status to allow for processing time
- Include clear reasons why degree was not completed in the normal length of program listed in the catalog
- Include timeline of remaining degree requirements (including DCR/LLUonTrack Worksheet is helpful)
- Attach an updated Graduation Petition
- Obtain the recommendation and approval from your department for the proposed plan of completion
- The Dean's office will ensure the form and supporting documents are sent to the Office of University Records for review and processing
- Actions on the request will be communicated to the Academic Dean's office

Notes:

- Policy provides five years to complete a master's degree and seven years for a doctorate degree
- Maximum extension that may be requested at a time is one year

Requested Extension Time (month and year): _____

Reason(s) for Extension – attach additional pages if more space is needed

Timeline for Remaining Degree Requirements – attach additional pages if more space is needed

Required Signatures & Verifications

Student Signature: _____ *Date:* _____

Department Action: Support Do not support

Comments: _____

Department Chair Signature: _____ *Date:* _____

Faculty of Graduate Studies Signature (for research programs only): _____ *Date:* _____

Dean for Academic Affairs Action: Support Do not support

Comments: _____

Dean for Academic Affairs Signature: _____ *Date:* _____