

**ETAP Doctoral Program**  
**Appeal for Extension of Program Completion Date**

University policy requires that doctoral students complete their degrees within 8 years from when they matriculate. This policy applies to both full-time and part-time students.

However, we recognize that extraordinary circumstances can sometimes interfere with a student's progress, and in those unusual cases, there may be cause to allow an extension. Please complete this form to permit the ETAP faculty to evaluate your situation and determine if an extension would be appropriate.

Name \_\_\_\_\_ Date \_\_/\_\_/\_\_

Which of the following doctoral requirements have you completed?

- 78 credits of coursework
- Research tools exam
- Portfolio
- Dissertation proposal

Please return this completed form to the ETAP office, with a statement addressing the following questions:

1. What circumstances have interfered with your ability to complete your doctoral degree within the 8-year limit? Please be as detailed as possible.
2. Have you requested an extension before? If so, when?
3. Do the circumstances you described in #1 above still present a limitation for you? If no, please explain why not. If yes, please explain how you will make progress despite these circumstances.
4. On the attached sheet, provide a specific plan that will allow you to complete your degree, including a detailed timeline and completion date.

*If your appeal is approved, the ETAP faculty will evaluate your progress each semester using this plan and timeline.*

