

Request for Extension Of Doctoral Matriculation

Office of Doctoral Studies • 82 Washington Square East, 2nd Floor, NY, NY 10003-6680 • (212) 998-5044

Student Information

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First Name		Last Name		ID Number
Street Address		City	State	Zip Code
Department		Program		Daytime Telephone
				Evening Telephone
Degree Objective	Initial Matriculation Date	Anticipated Graduation Date		Email Address

Instructions: Complete the information in the box above. Submit this form to the Office of Doctoral Studies at the address above to request an extension of the eight-year matriculation period for completion of the doctorate (or ten-year period for part-time students and students matriculated prior to 2008). Please see the reverse side of this form for NYU**Steinhardt** policies governing the granting of extensions. **All requests for an extension require the signature of your dissertation committee chair and the chair of your department.**

All requests for extension must be accompanied by the following attachments:

- a statement explaining the reasons for your inability to complete the degree within the matriculation period,
- a student copy of the transcript,
- a detailed description of all remaining work,
- a proposed timetable for the completion of that work including a projected date of graduation. This timetable must be considered reasonable by the dissertation committee and must include ample time for review of dissertation drafts prior to the dissertation filing deadline.

To: The Dissertation Committee Chair and the Department Chair

Please see the reverse side of this form for policies regarding currency of knowledge and out-of-date course work. If any updating of course work (**in addition** to previously established remaining degree requirements) is required, please indicate the number of points_____.

Please review all attachments submitted by the student (see requirements above). Your signature below indicates your endorsement of the proposed timetable and your approval of the above candidate's request for an extension.

Signature of Dissertation Committee Chair	Dissertation Committee Chair Name	Date
Signature of Department Chair	Department Chair Name	Date

DOCTORAL MATRICULATION EXTENSION POLICIES

Doctoral matriculation expires eight years from the date of matriculation (or ten years for part-time students and students matriculated prior to 2008). In the event that a doctoral student is unable to complete the degree within the matriculation period, his or her matriculation is automatically terminated without notice.

If extraordinary circumstances prevent a student from completing the degree within the matriculation period, he or she may request an extension of matriculation.

The following policies apply to extending doctoral matriculation:

- All requests for extension require the approval of the student's dissertation committee chair and the chair of the department as indicated on the reverse side of this form. Extension requests are also subject to the approval of the Vice Dean for Academic Affairs.
- Students should also be aware that extensions are approved only if the student is making adequate progress toward the completion of the degree. For example, if by the end of the matriculation period the student does not have an approved dissertation proposal, it is unlikely that an extension will be approved.
- No request for extension will be considered if the student has not been admitted to degree candidacy and does not have an approved dissertation committee prior to the end of the matriculation period.
- All requests for extension must be accompanied by a statement explaining the reasons for the inability to complete the degree within the matriculation period, a student copy of the transcript, a detailed description of remaining work, and a proposed timetable for the completion of that work including a projected date of graduation. This timetable must be considered reasonable by the dissertation committee and must include ample time for review of dissertation drafts prior to the dissertation filing deadline.
- Course work must represent a currency of knowledge in the student's field at the time of graduation; therefore, any course completed more than ten years prior to the anticipated date of graduation, or any course completed within ten years with substantive changes in content, must be evaluated by the appropriate department chair. Any course not considered current in content must be repeated or an appropriate substitution must be completed.

The above-mentioned requirements are in addition to any eligibility requirements mandated by a student's department, program, or dissertation committee chair. Some programs do not approve extensions at all or restrict them to less than one year. Students are advised to discuss this matter with their program faculty well in advance of the expiration of matriculation.