

**Petition for an Extension of the Time Period to Complete Degree Requirements**

INSTRUCTIONS TO STUDENT: 1) Complete the first portion of the form; enter your name, student ID number, telephone no., mailing address, and e-mail address in the space designated; then date and sign the form. 2) Attach to this form a letter detailing your request and providing your rationale for approval. 3) Also attach, or include within the letter, an envisioned detailed time-table (schedule) for the completion of remaining degree