CEHD Time Extension Procedures (September 2013)

Masters Plan A & B, MSW, and Doctoral Degrees first time extension request

1. Student and adviser discuss extension and specific plan for degree completion
2. Student fills out time extension form
3. Adviser approves time extension form
4. DGS or designate approves time extension form
5. College Coordinator (Bri Keeney) approves time extension; emails DGS/DGS Assistant copy of form and notification of approval
6. DGS/DGS Assistant or designate emails student (may ‘cc’ adviser and others) notification of approval and other pertinent information regarding expectations, deadlines etc. from program
   a. Recommend “bcc” classrec@umn.edu which will create automatic copy of email in student’s record
7. College Coordinator sends form to GSSP for data entry in PeopleSoft and scanned copy to ImageNow
8. GSSP sends copy of approved form to student

Masters Plan A & B, MSW, and Doctoral Degrees second time extension request

1. Student and adviser discuss extension and specific plan for degree completion
2. Student fills out time extension form, checks box for request an “additional extension”
3. Adviser approves time extension form
4. DGS or designate approves time extension form
5. College Coordinator (Bri Keeney) approves time extension form
6. College Coordinator sends form to Graduate School (Attn. Karen Starry) for Vice Provost and Dean of Graduate Education’s review and approval
9. Graduate School (Karen Starry) sends original form to GSSP for data entry in PeopleSoft and scanned copy to ImageNow
7. Graduate School will send hard copies of form to DGS Assistant and College Coordinator via campus mail
8. DGS/DGS Assistant or designate emails student (may ‘cc’ adviser and others) notification of approval and other pertinent information regarding expectations, deadlines etc. from program
   a. Recommend “bcc” classrec@umn.edu which will create automatic copy of email in student’s record
9. GSSP sends copy of approved form to student
Masters Plan C (M.Ed) first time extension request

1. Student and adviser discuss extension and specific plan for degree completion
2. Student fills out time extension form
3. Adviser approves time extension form
4. DGS or designate approves time extension
5. College Coordinator (Bri Keeney) approves time extension; emails DGS/DGS Assistant copy of form and notification of approval
6. DGS/DGS Assistant or designate emails student (may ‘cc’ adviser and others) notification of approval and other pertinent information regarding expectations, deadlines etc. from program
   a. Recommend “bcc” classrec@umn.edu which will create automatic copy of email in student’s record
7. Graduate Student Operations Specialist (Nicole Snow) will add time extension to student’s PeopleSoft record and archive form

Masters Plan C (M.Ed) second time extension request

1. Student and adviser discuss extension and specific plan for degree completion
2. Student fills out time extension form, checks box for request an “additional extension”
3. Adviser approves time extension form
4. DGS or designate approves time extension form
5. College Coordinator (Bri Keeney) approves time extension form, emails DGS/DGS Assistant copy of form and notification of approval
6. DGS/DGS Assistant or designate emails student (may ‘cc’ adviser and others) notification of approval and other pertinent information regarding expectations, deadlines etc. from program
   a. Recommend “bcc” classrec@umn.edu which will create automatic copy of email in student’s record
7. Graduate Student Operations Specialist (Michael DallaValle) will add time extension to student’s PeopleSoft record and archive form