

### **CEHD Time Extension Procedures (updated September 2016)**

#### **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 (Michael DallaValle) approves time extension; emails Director of Graduate Studies (DGS)/Graduate Program Coordinator (GPC) 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](mailto: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 Perceptive Content (formerly known as 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 (Michael DallaValle) 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 Perceptive Content
7. Graduate School will send hard copies of form to GPC and College Coordinator via campus mail
8. DGS/GPC 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](mailto: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 (Michael DallaValle) approves time extension; emails DGS/GPC copy of form and notification of approval
6. DGS/GPC 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](mailto:classrec@umn.edu) which will create automatic copy of email in student's record
7. College Coordinator (Michael DallaValle) 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 (Michael DallaValle) approves time extension form, emails DGS/GPC copy of form and notification of approval
6. DGS/GPC 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](mailto:classrec@umn.edu) which will create automatic copy of email in student's record
7. College Coordinator (Michael DallaValle) will add time extension to student's PeopleSoft record and archive form