

CEHD Time Extension Procedures (First Requests & All Master's Requests) (GRD and DMS students)

1. Student and adviser discuss extension and specific plan for degree completion
2. Student fills out time extension form. Student must include a detailed timeline with the form
3. Adviser approves time extension form
4. DGS or designate approves time extension form
5. Assistant Director (Michael DallaValle) approves time extension; emails Director of Graduate Studies (DGS)/Graduate Program Coordinator (GPC) copy of form and notification of approval
6. 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 which will create automatic copy of email in student's record
7. Assistant Director sends form to GSSP for data entry in PeopleSoft and scanned copy to Perceptive Content (formerly known as ImageNow)
8. GSSP notifies student via e-mail when the extension has been fully processed. Student can reach out if they want a copy.

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. Student must include a detailed timeline with the form.
3. Adviser approves time extension form
4. DGS or designate approves time extension form
5. Assistant Director (Michael DallaValle) approves time extension form
6. Assistant Director sends form to Graduate School (Attn. Toni Abts) for Vice Provost and Dean of Graduate Education's review and approval
7. Graduate School (Toni Abts) sends original form to GSSP for data entry in PeopleSoft and scanned copy to Perceptive Content
8. Graduate School will send hard copies of form to GPC and College Coordinator via campus mail
9. 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 which will create automatic copy of email in student's record
10. GSSP notifies student via e-mail when the extension has been fully processed. Student can reach out if they want a copy

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