Office of Graduate Studies
910 Cathedral of Learning
4200 Fifth Avenue
Pittsburgh, PA 15260
412-624-6094
asgraduate.pitt.edu

Degree Statute of Limitations

Certificate Program Students

Students must complete all requirements for a certificate program within two consecutive calendar years from the first registration.

Master's Students

Students must complete all requirements for a master's degree within four consecutive calendar years from the first registration.

Doctoral Students

Students who were admitted without a master's degree must complete all requirements for the PhD degree within ten consecutive calendar years from the first term of registration.

Students who were admitted *with* a previous master's degree must complete all requirements for the PhD degree within eight consecutive calendar years from the first term of registration.

General Guidelines for Requesting an Extension of the Statute of Limitations

1. The student should be familiar with the Statute of Limitations policy in the Academic Regulations section of the Graduate Catalog.
2. Statute extension requests must be submitted before the initial statute expires.
3. Extensions may not be requested for more than 1.5 years (approximately 4 academic terms).
4. The student's advisor must submit a memo justifying the extension request and rationale for why the proposed extension timeline is achievable.
5. Second requests for time extensions will only be considered for extreme extenuating circumstances.
6. If the student's coursework has expired (> 4 years for masters or >10 for doctoral), the department must verify those courses are relevant to the field today.
7. If the student is not an active student, a readmission application and credit evaluation form must be submitted with the extension request.

University of Pittsburgh
Dietrich School of Arts and Sciences

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Extension Request

Part I: Student Information (to be completed by the student)

First and Last Name: Student ID:

Pitt Email: Degree Sought: PhD MA/MS/MFA Certificate

Student Address:

Department: Term and Year Admitted to Program:

Advisor First and Last Name: Advisor Email:

Part II: Extension Details (to be completed by the student)

Extension requested through: December April August Year:

Please complete the following with date the milestone was completed or its anticipated completion date:

Comprehensive Exam: Admission to Candidacy: Dissertation Defense:

Reason(s) for your statute extension request:

Part III: Progress and Timeline (to be completed by the student in consultation with their major advisor)

Statement of progress during the previous two terms. Be sure to mention parts of thesis or dissertation that have already been completed.

Detailed academic plan (month-by-month) for the period of the proposed extension must indicate when remaining components of the dissertation or thesis will be completed. It must also include the submission of graduation materials by their respective deadlines.

By signing below, I acknowledge that failure to complete the degree requirements within the timeline above and to graduate within the statute extension will result in my dismissal from the program.

Student Signature: _____ Date Signed: _____

Part IV: Advisor Materials (to be completed by the student's major advisor)

Please provide a thorough justification for the extension request, including a rationale for why the proposed academic plan/timeline is appropriate and feasible. For subsequent extension requests (limited to a second request and only in cases of extreme extenuating circumstances), also include an explanation for why the previous extension timeline was not met and what will be done differently to ensure the student graduates within an additional extension.

Please describe how frequently you and the student have been meeting and your plan for meeting during the extension period. If you have been meeting less than once per month, describe your plan to meet at least monthly during the extension period. If you are already meeting monthly, describe how you will increase the frequency of meetings to support the student's progress. Note: Advisors and students who already meet approximately once per week are not expected to increase the frequency of their meetings.

Graduate courses expire after 4 years for master's level students and 10 years for doctoral level students. Please list the specific courses that will be expired by the expected term of graduation. There is room for 12 courses - if more than 12 courses are expired, please list them in the statement box provided below.

Course	Term Taken	Course	Term Taken	Course	Term Taken

Please provide a detailed report explaining how the expired coursework listed above reflects current knowledge in the field. Statements that the course content has not changed are not acceptable.

Additional materials (if applicable):

- ☐ Readmission Application
- ☐ Credit Evaluation Form

Part V: Signatures of Support

We believe the student exhibits a commitment to completing their degree, and we are confident that the student can complete all graduation requirements within the specified timeframe of the extension. However, we understand that if the student does not meet the deadlines of the extension, they will be dismissed from the program.

Please indicate your support of the statute extension by signing below.

Major Advisor Signature	*Print Name*	*Date Signed*
Department Chair/Director of Graduate Studies	*Print Name*	*Date Signed*

Part VI: Signature of Approval

Assistant Dean of Graduate Studies	*Print Name*	*Date Signed*