

**Nicholls State University  
Graduate Studies**

**PETITION FOR EXTENSION OF TIME  
TO COMPLETE A MASTER'S DEGREE**

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Full name of Petitioner (Last name first)

Student ID Number

Degree Program

**POLICY**

If requirements for a degree cannot be completed within the normal time period of six years, the student may petition for an extension of time. The petition must explain why the degree cannot be completed within the time limit and must present a time schedule for completing the program. Final authorization shall be at the discretion of the Graduate Council. Time extension will be considered only in unusual and justifiable circumstances.

A course taken more than six years before completion of degree requirements may be used in a student's degree program only if revalidated by the professor of record for the course, or one who currently teaches the course. In the event that neither is available, a certifying professor may be designated by the department head for that discipline. Revalidation must be certified in writing after an examination or other work required by the certifying professor. Only courses currently contained in the University Bulletin may be revalidated.

**PROCEDURE**

1. Attach a letter explaining why the program cannot be completed within the six-year time period.
2. Meet with major professor or graduate coordinator to get approval for this petition and to determine who may revalidate (certify) the applicable courses listed below.
3. Meet with certifying professors to ensure that there will be an opportunity to revalidate the listed courses. They should initial the courses shown. This does not guarantee revalidation, but the opportunity.
4. Request that the graduate coordinator place the petition on the agenda of the Graduate Council. The petitioner will need to appear before the Council meeting to discuss the request for an extension.

**Courses for Which Revalidation Is Sought:**

Course Name, Number, Title	Grade	Semester/ Year	Certifying professor's initials

