

Submitting a Graduate Time Limit Extension Request Students

Graduate students may request a time limit extension by completing a [Graduate Time Limit Extension request](#). The form will be reviewed by your College/School, and if applicable, Graduate Division.

1. Sign in with your Mason credentials. Read the policies and confirm your information is correct.

Information

This form is for use by graduate students to request additional time to complete their degree beyond what is specified by academic policy due to unforeseen reasons.

Official Policy from the University Catalog

- [Time limit for master's students \(AP.6.9.2\)](#)
- [Time limit for doctoral students \(AP.6.10.1\)](#)

Non-Immigrant F-1 and J-1 students must qualify additionally for immigration extensions to remain in the United States. Consult with the [Office of International Programs and Services](#) to meet federal immigration requirements.

Instructions on how to use this form, please review the [Time Limit Extension - Student Guide](#). If you have technical issues with the form, contact regwf@gmu.edu.

2. If No Advisor/Mentor Assigned

If you do not have an assigned Advisor/Mentor, please indicate whether you have one. If you select “Yes” then select who.

Advisor/Mentor:

Do you have an Academic Advisor/Research Mentor: * Yes No

Current Advisor/Mentor: *

3. Select Program

If you have more than one program, you can select which program you’d like to request a time limit extension. Only one program can be chosen per form. The “Request Deadline and Reason” section will update depending on the program you choose.

Request Program

* **Request for which Program?**

CERG Business Analytics (BC-CERG-BUSA)

Major: Business Analytics (BUSA) **College/School:** Costello College of Business (BC)

Concentration: None **Degree:** Graduate Certificate (CERG)

4. Requested Deadline and Reason

Select the term you’d like to request for your new deadline. You will see up to 2 years in the drop-down. For Reasons, if you select “Other unforeseen circumstance” you will be required to provide more information, up to 25 characters.

Request Deadline and Reason

Admission Term: Spring 2024 **Current Deadline:** Spring 2030 **Last Processed TLE:** N/A

* **Requested Deadline:**

Summer 2030
 Fall 2030
 Spring 2031
 Summer 2031
 Fall 2031
 Spring 2032

Time Limit Extension Type: Masters or Graduate Certificate Extension

* **Extension Reason (select all that apply):**

Academic-related issue
 Research-related issue
 Health issue
 Family emergency or personal obligation
 Academic advising or research mentoring issue
 Other unforeseen circumstance

5. Documentation

Read through the criteria and upload your documents.

1. If you have more than one document, please combine them into one PDF that's less than 25 MB.
2. Upload the "letter of support" you received from your Program Representative.

Documentation

All information necessary to make a compelling case for an extension (including appropriate and supporting documentation) must be included at the time of submission. Your request will be considered based on the information provided; subsequent information will not be considered unless requested by the University.

1. Your statement describing the circumstances that necessitate the request for extension. If this is a subsequent request for an extension clarify how these circumstances are different from those in prior extensions. Be sure to include a description of the remaining degree requirements and a timeline developed with and approved by a Program Representative (e.g., Advisor, Dissertation/Thesis Chair, Program Coordinator, or as applicable) explaining how these requirements will be met by the extension deadline requested. If you have more than one document, combine them into one PDF that's less than 25 MB.

2. Letter of support from the student's Program Representative (e.g., Advisor, Dissertation/Thesis Chair, Program Coordinator, or as applicable) that includes:

- Description of progress made by the student toward degree completion during the last 1-2 years and/or relevant extenuating circumstances that have affected the student's progress.
- Remaining requirements and the student's proposed timeline for degree completion (to be developed with the student - see item 1 above).
- Program Representative's indication of the student's ability to complete the degree as proposed and a plan for supporting the student's success.
- Other relevant information that should be considered.

7. Review and Sign

Review all of the information in the form, type your name below, and click SUBMIT.

* **Signature:**

By typing your full name (First Name Last Name), you are certifying that you have read and understand the Disclosure/Consent and agree to receive required disclosures or other communications related to this transaction electronically.

Date:

8. Confirmation Email

You'll receive an email with the details of the request in your Mason email. To check the status of your request, you can click on the button in your confirmation or wait to receive the decision by email.

9. Appeal

If you would like to appeal the decision, students will be provided with that option and must respond within 5 business days. See further below for those steps. More information is found on the Graduate Division website: [Appealing the Denial of an Academic Exception Request](#).

For issues or questions about Ellucian Workflow forms, please contact regwf@gmu.edu.

APPEALING a Graduate Time Limit Extension Request Students

1. Decision

If your request is denied and you're provided an option to appeal the decision, you will have 5 business days to respond by clicking the link in your decision email.

- If you decide not to appeal the decision, a final email will be sent to you, your Program Representative, College/School, and OIPS (if applicable).
- If you decide to appeal the decision, select Yes, and Question 3 will show in the Documentation section in the form above.

2. Appeal Documentation

Read the criteria and upload your supporting document.

3. In the appeal, the burden rests on the student to demonstrate by clear and convincing evidence that:

- There were material and substantial procedural irregularities during the college/school's review process (i.e., the college/school deviated from its documented academic policy exception review procedures in a material and substantial manner during the review of the request);
- New and material information arose after the college/school's review that was not available for presentation to the college/school prior to the issuance of the decision; or
- The decision maker was biased, which had a material impact on the decision. Discontentment or disagreement with the decision of the college/school is not a valid basis for an appeal.

3. Review and Sign

Review all of the information in the form, type your name below, and click SUBMIT.

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