

## ACADEMIC PROGRAM TIME LIMIT EXTENSION REQUEST FORM

**ABOUT THIS FORM:** All matriculated Rowan Global graduate students are expected to complete their academic programs within the time limits outlined below. Those who do not (as verified by the Academic Department) will officially become “inactive” in the student information system and may have to reapply or request a special extension in order to continue.

Students in **non-degree programs** (Post-baccalaureate or Graduate Certificate [COGS/CAGS]) are expected to complete their programs (coursework and all other requirements such as benchmarks/program exits/projects) within 9 consecutive terms (3 years) from the original term of matriculation.

Students in **graduate-level degree programs** are expected to complete their programs (coursework and all other requirements such as benchmarks/program exits/projects/thesis) within 21 consecutive terms (7 years), from the original term of matriculation.

An **extension** (typically of not more than three consecutive terms, depending upon remaining credits/requirements for program completion) to the non-degree or graduate degree program completion time limit may be requested by the student by completing this form, acquiring the signatures of their Academic Advisor and the Dean of the College where their academic program is housed, and then returning the form to Rowan Global for final approval.

For more details, please visit the [University polices page](#).

<i>Student's Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Rowan ID Number</i>	<i>Re-entry Term</i>

<i>Email Address</i>	<i>Phone number</i>	<i>Program Name</i>

is requesting an extension to the program completion time limit for the following reason(s) *(please attached any necessary documentation)*:

### SIGNATURES BELOW VERIFY THAT

- ✓ The student is aware that the program must be completed by the end of the extension;
- ✓ The student and academic advisor have met and discussed a plan that will allow the student to complete the program if the extension is granted; and,
- ✓ The student and academic advisor are aware that if the program is not completed in the extended time period, the student will need to officially reapply to the program, and will be subject to all catalog and programmatic changes consistent with their new matriculation term, if readmitted.

### REQUIRED SIGNATURES

*(It is the student's responsibility to obtain all required signatures.)*

1.			
	<i>Student Signature</i>	<i>Printed Name</i>	<i>Date</i>
2.			
	<i>Academic Advisor/Program Coordinator</i>	<i>Printed Name</i>	<i>Date</i>
3.			
	<i>Department Chair or designee (Assistant/Associate Dean, etc.)</i>	<i>Printed Name</i>	<i>Date</i>

**UPON RECEIPT OF THIS FORM**, Rowan Global Office of Academic and Student Information Services (OASIS) will record the decision and notify the student via email, copying the Academic Advisor/Program Coordinator and Department Chair.

**SUBMIT TO** Rowan Global, Enterprise Center, 225 Rowan Boulevard, Suite 300, Glassboro, NJ 08028 or, via email to [globalstudent@rowan.edu](mailto:globalstudent@rowan.edu).