



**SUNY ESF | The Graduate School**  
**Petition for Extension of Time Limit for Degree Completion**

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Anticipated Degree: \_\_\_\_\_

Program Entry Date: \_\_\_\_\_

**Time Limits**

ESF’s catalog details the degree completion limits for all graduate students. In brief, the policies are as follows:

“Graduate students must complete all requirements for the master of forestry, master of professional studies, the master of landscape architecture, and the Master of Science degree within three years of the first date of matriculation or they may be withdrawn from graduate study. For the doctoral degree, students must complete the candidacy exam within three years of the first date of matriculation. Students must pass the doctoral candidacy examination covering selected fields of study at least one year prior to dissertation defense. Doctoral candidates must successfully defend the dissertation and complete all degree requirements within seven years of matriculation, or they will be required to retake the candidacy examination or be withdrawn from their program of graduate study.”

Should a student anticipate not being able to meet a time limit, or if the time limit has already expired, the following information is required for review and consideration.

**Briefly explain progress to date:**

**Briefly describe steps to resume progress toward degree completion:**

Expected Degree Completion Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Major Professor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Major Professor Signature: \_\_\_\_\_  
*(If applicable)*

Date: \_\_\_\_\_

Graduate Chair/Coordinator’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Associate Provost for Instruction & Dean of the Graduate School

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

cc: Department  
 Registrar  
 Student File