



# GRADUATE SPECIAL PETITION FIVE YEAR COMPLETION DEADLINE EXTENSION

## Instructions for Submittal

**Students are responsible for obtaining all necessary signatures** and delivering this form to the Office of Graduate Studies. Please direct any questions or concerns to the Office of Graduate Studies: [gradstu@uwgb.edu](mailto:gradstu@uwgb.edu) or (920) 465-2123.

- 1.) Students must complete all sections on the first two sections of this form, sign, save, and secure required signatures.
- 2.) Students may attach appropriate documentation.
- 3.) The completed form must then be sent to the Associate Vice Chancellor for Graduate Studies at [gradstu@uwgb.edu](mailto:gradstu@uwgb.edu).
- 4.) The final decision will be posted to the memorandum section of your transcript.

## STUDENT INFORMATION:

First Name	Middle Name	Last Name
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Student ID#	Campus E-mail
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Phone	Address
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City	State
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Zip Code

Please select your program

Current Academic Status (select one)

Cumulative GPA	Earned Credits
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**To be considered for exception to the one-credit thesis defense requirement, student must have previously registered for six or more thesis credits.**

## Address the following questions:

My thesis/project committee chair is:

Have you met with your chair or advisor and discussed this request?

Yes      No

Have you filed a thesis or project proposal?

Yes      No

Please explain the reason that you are unable to complete your degree within five years. (Limit 2250 Characters)

I propose to  
complete my  
degree on

By signing below, I agree to pay any and all additional tuition and fees or penalties resulting from approval of this petition. Please consult with Student Billing (SS 1700) at (920) 465-2224 if you have any questions.

Student's Electronic Signature

Date (mm/dd/yyyy)

Students are encouraged to seek the supporting signature of their program, thesis or project advisor.

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**SUPPORTING SIGNATURE: (Complete by Program Chair, Major Professor or Project Advisor)**

The reason stated above is correct and I support the request.

I do not support the request.

Comment: (Limit 2250 Characters)

Major Professor or Project Advisor's Electronic Signature

Date (mm/dd/yyyy)

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**ACTION BY THE OFFICE OF GRADUATE STUDIES: (For Office Use Only)**

Petition            Approved            Denied  
Decision:

Action: (Limit 2250 Characters)

Associate Vice Chancellor for Graduate Studies' Electronic Signature

Date (mm/dd/yyyy)