

5. Contact Your Advisor/Program Director

You must contact your advisor and/or program director and ask him/her to also submit a letter for review. Submit your outline plan for completion/ timetable to your advisor for approval before sending your request letter and outline to our office. Professors may send letters directly to our office. Documentation from the advisor/program director must be received before student petitions are reviewed.

6. Additional/Supplementary Documentation

In some cases, it may be necessary for the student to provide supplementary documentation in addition to the letters from the student and the advisor. If your situation involves a medical issue or other extenuating circumstances, please contact our office to discuss whether additional documentation may be needed.

7. Additional Extensions of Time

If you have already received a previous extension of time, you must also contact your department chair and/or program director and ask him/her to submit a letter for review. Professors may send letters directly to our office. Documentation from the department chair/program director must be received before student petitions are reviewed.

8. Address Letters/Documentation and Send to:

Dr. James R. Moran, Vice Provost for Graduate Studies and Research
University of Denver, 2199 S. University Blvd.
Mary Reed Building Room 3
Denver, CO 80208
Email: gfac@du.edu
Fax: 303-871-4566

NOTICE: *Students in the College of Education, Graduate School of Social Work, Graduate School of International Studies and University College must first send their letters and documentation to the appropriate Associate Dean of the unit for internal review (Director of Student Services for UCOL). If the request is approved, the file and letter of support will be automatically forwarded to the Vice Provost for review and decision.*

REVIEW AND NOTIFICATION PROCESS

1. Review of Complete Files

Complete files, composed of letters from the student, advisor/program director and any supplemental documentation (if required) will undergo a preliminary review. If there are questions or additional information is needed you will be contacted.

2. Graduate Academic Exceptions Committee

Depending on the nature and complexity of the circumstances, some requests may be forwarded to the Graduate Academic Exceptions Committee (headed by the Vice Provost) for review. The Committee meets once a month during the academic session (not during the summer or interterm periods).

3. Notification of Decision

You will be notified in writing of the decision of the Vice Provost and/or the Graduate Academic Exceptions Committee within one week after your request has been reviewed. A decision letter will be sent to the student's mailing address and copied to the advisor and department.

If you have additional questions about the Extension of Time request process please contact the Office of the Vice Provost for Graduate Studies by email at gfac@du.edu or by phone at 303-871-2706.