



UNIVERSITY of DENVER

OFFICE OF GRADUATE EDUCATION

Return this form to:

Office of Graduate Education

Mary Reed Building, Room 5

2199 S. University Blvd. Denver, CO 80208

Phone 303-871-2706 | [gradservices@du.edu](mailto:gradservices@du.edu)

## Termination Form

This form should be submitted to the Office of Graduate Education when a department is terminating a student that has exceeded the time limit to complete their degree. The candidate for the doctorate who holds a master's degree on entering the doctoral program is expected to complete all requirements for the degree no later than seven years after beginning the program. Candidates who hold only a bachelor's degree on entering the doctoral program are expected to meet all degree requirements no later than eight years after doctoral studies begin. Master's degree candidates are expected to complete degree requirements within five years of beginning their programs. Graduate certificate students are expected to complete the certificate within 3 years of beginning their program. Read the full termination policy [here](#).

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

DU ID Number: \_\_\_\_\_

Department/Major: \_\_\_\_\_

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

The student's time limit for degree completion has expired.

Students who have been terminated from their program due to an expired time limit for degree who wish to be readmitted must meet the following criteria:

- *Submit a new application to the program and meet the current admissions criteria.*
- *If admission is granted, the most current program bulletin must be followed, including all curriculum and program requirements.*
- *All previous coursework older than five years must be reviewed by the department to determine if it is still relevant for current term of admittance.*

Please provide any additional information regarding the request:

**Please attach the student's termination letter to this form and any communication/requests for response to the student. Once the Office of Graduate Education has processed the termination, it is the department's responsibility to notify the student of termination, and the student status will change to "IT" (inactive terminated.)**

Department Chair or Director: \_\_\_\_\_ Date: \_\_\_\_\_

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

FOR USE BY THE OFFICE OF GRADUATE EDUCATION ONLY:

Processed by Office of Graduate Education: \_\_\_\_\_ Date: \_\_\_\_\_