

Process for Requesting an Extension

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Step 1. *Fulfilling OGS Requirements*

Students fill out an OGS form with the following information:

- a. Demographic information, home address, and other required information.
- b. Append to this form a one- to two- paragraph statement substantiating the grounds for request.

Note: It is perfectly reasonable in the petition to discuss other work/life commitments that may have led to a need for an extension. This is the only chance to communicate with OGS about why students need an extension. If it is not persuasive, it is very possible that the extension will not be granted or will be granted conditional on successfully retaking the core exam.

Disclaimer: This is just a personal opinion of the Graduate Director expressed as a helpful hint. Students are strongly recommended to study the OGS's examples explained under the Research Section (OGS form) and make their own determination.

OGS form: <https://grad.unm.edu/resources/gs-forms/documents/petition.pdf>

OGS's online guideline provides two examples as follows:

In the Reason section, explain why the policy exception is requested. The explanation should be thorough and provide sufficient information to allow for a full understanding of the request.

Example One: (Extension of Time to Degree – PhD) My original dissertation advisor left UNM and it took six months to find a new advisor. My new Advisor, Dr. Jones, requested that I redesign my study, which required additional research. I have completed the draft of the introduction and first two chapters of my dissertation but need additional time to complete the final chapter and conclusion. I have discussed my situation with Dr. Jones and we think a one-year extension would provide the time I need to complete the degree.

Example Two: (Leave of Absence) My doctor says that I have to have my left knee replaced. The surgery is scheduled for February 12 and the expected recovery time is 2 months. It isn't feasible for me to take classes this spring term, so I am asking for a leave of absence for spring and summer 2008. I plan on resuming my MS degree in Fall 2008.

For detail information: <https://grad.unm.edu/resources/gs-forms/petition-form.html>

Step 2. Fulfilling Department of Economics requirements

Students write a petition addressing to the Graduate Director (Department of Economics), which should contain the following information:

- a. A dissertation timeline with enough detail for the Graduate Director and the faculty advisor to determine whether the timeline is reasonable.
- b. It is always helpful to attach a short dissertation prospectus (e.g., dissertation chapter abstracts) to show where the student is on their dissertation and what remains to be done.
- c. Dissertation Advisors sign off (e.g., by signing the student's *timeline petition letter*) that they agree with the timeline for completion.

Step 3. Students submits two pieces of information to the Graduate Director: OGS petition form (Step 1) and the dissertation timeline petition letter (Step 2).

Step 4. The Graduate Director sends two pieces of information to OGS: 1) the OGS form (along with the required justification statements attached separately to the OGS form) and 2) a letter of support discussing the dissertation-related timeline and completion plan.

Step 5. According to the OGS online information, they send a written response to the petition to the student's home address with a copy to his/her department. If additional information is required of the student, s/he will be contacted either by phone or email. If additional information is required from the department, GS staff will contact the department.