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Policy Title: MSN/Post-Graduate Time Limitation and Extension

The Graduate Program of the Cizik School of Nursing at The University of Texas Health Science Center at Houston (UTHealth) requires that:

1. All requirements for the master's degree be completed within a period of 5 consecutive years from the date of first enrollment.
2. All requirements for the post-graduate certificate must be completed within a period of 3 consecutive years from the date of first enrollment.
3. The student bears full responsibility for completing the master's or post-Graduate program before his/her own time limitation date.
4. A one-time one-year extension may be granted by the Master's Council to a student who:
 - a. documents extenuating circumstances;
 - b. documents a history of satisfactory performance;
 - c. documents a time table and plan to complete the requirements for the master's degree or post-Graduate certificate within an extension period.

Procedure

The procedure to follow when requesting an extension is as follows:

1. Submit a letter of extension request to the Chair of the Master's Council.
2. Include documentation of extenuating circumstances.
3. Indicate time frame for completion of program requirements within an extension period.

The letter will be reviewed at the Master's Council meeting. The student will be notified in writing of the Council's decision.