

**TEACHERS COLLEGE**  
COLUMBIA UNIVERSITY  
**Office of Doctoral Studies**  
Box 172 • 525 West 120<sup>th</sup> Street • New York, NY 10027  
Phone: (212) 678-4058 • Fax: (212) 678-3005

**Ed.D./Ed.D. CTAS Petition for Extension of Certification**

A candidate who has completed all work for the Ed.D. degree within the allotted period of certification except for certain final requirements (e.g., the Dissertation Oral Defense or depositing final copies of the dissertation) may request additional time, **not to exceed six months**, from the Manager of the Office of Doctoral Studies.

An extension of certification for a period longer than six months will be granted only for reasons of exceptional hardship or handicap beyond the control of the student. Examples of acceptable reasons are sustained illness, other exceptional personal misfortunes or hardship, military service, and unavoidable external obstacles to gathering materials for the dissertation study. Being too busy in a professional position is not regarded as an acceptable reason.

A letter fully describing the reasons for this extension request, supporting documentation (e.g., a letter from your physician on doctor's stationary), and a detailed plan and timetable for fulfilling remaining requirements during the period of the extension **must be submitted**. The request for extension must be signed by the candidate's Dissertation Sponsor or Major Advisor and Department Chair (and in some instances by the Program Coordinator), and shall be submitted to the Office of Doctoral Studies.

If the Ed.D. Committee judges that the candidate's reasons are acceptable and if the requirements stated above have been met, the Ed.D. Committee may grant an extension for a **maximum of one year** from the date of the expiration of the initial period of certification. If an extension of less than one year is granted, the Committee may grant additional extensions but **the total of all extensions shall not exceed three years beyond the expiration of the initial period of certification**. An extension beyond three years may be granted only with extraordinary circumstances and with the approval of the Ed.D. Committee. Students must remain continuously registered for at least three Teachers College credits or Program Code\_8900 each term.

**Instructions**

Please complete all entries below and submit this form to the Office of Doctoral Studies. Please also inform the Office of the Registrar of any address changes.

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Candidate Name	TC ID #		
Address:			
Street	City	State	Zip Code
Day Phone #	Home Phone #	Email	
Department: _____			
Program: _____			
Dissertation Sponsor: _____			
Academic Advisor: _____			

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## Ed.D./Ed.D. CTAS Petition for Extension of Certification

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I hereby petition for Extension of Certification for a period of: \_\_\_\_\_  
(up to one year only)

beginning: \_\_\_\_\_  
Term & Year

1. For reason(s) of:  Sustained Illness  Military Service  
 Maternity Leave  Other Exceptional Hardship

In support of all claims, a letter describing details and supporting documentation (e.g., a letter from my physician in the case of maternity leave or sustained illness), is attached.

2. A detailed plan with timetable for completing the remaining requirements during the period of extension is attached.

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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We hereby certify that the attached detailed plan with timetable for fulfilling remaining requirements during the period of the extension is feasible:

Dissertation Sponsor  
(or Major Advisor): \_\_\_\_\_  
Signature Date

Print Name: \_\_\_\_\_

Department Chair: \_\_\_\_\_  
Signature Date

Print Name: \_\_\_\_\_

<b>Office of Doctoral Studies Use Only</b>
Action of the Ed.D. Committee: Extension approved through: _____
Date: _____