TEACHERS COLLEGE
COLUMBIA UNIVERSITY
Office of Doctoral Studies
Box 172 • 525 West 120th 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 one year for the first request and then in six month increments afterwards**, from the Manager of the Office of Doctoral Studies. In any case, extension requests may only be made in six month increments.

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 Advisor 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 Faculty Committee on the Doctoral Degree judges that the candidate's reasons are acceptable and if the requirements stated above have been met, the 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 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.

Candidate Name _____ TC ID # _____

Email _____

Department: _____

Program: _____

Dissertation Advisor: _____

Academic Advisor: _____

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

I hereby petition for Extension of Certification for a period of: _____
(six or twelve months 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

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

Dissertation Advisor (or Academic Advisor): _____ _____
Signature Date

Print Name: _____

Department Chair: _____ _____
Signature Date

Print Name: _____