

GRADUATE PROGRAM IN COMMUNICATION
THE GRADUATE SCHOOL
UNIVERSITY OF MARYLAND

Request for Extension of Financial Support

Provide the information requested in all of the following sections of this form.

Full Name (Last, First, Middle)

Date

Street Address

Student Identification Number

City, State, ZIP

E-mail Address

Home Telephone Number

Office Telephone Number

PAST FINANCIAL SUPPORT

Please provide the following information for your current degree

Semester(s) you received aid:

Type of Support (Assistantship, Fellowship, Scholarship)

REASON FOR REQUESTING EXTENSION

Please explain as simply as possible the reasons why the degree has not been completed in the allotted time for support. If you believe you have been making satisfactory progress, the reasons for that should be explained here.

PLAN OF ACTION FOR COMPLETION OF DEGREE

In the space below or on a separate page outline a schedule for completing the degree. The plan should not associate acceptance of material by your advisor with deadline dates but associate your turning material into the advisor or completing steps toward your degree if you are not at the writing stage. There should be enough due dates and detail to constitute a track record of success at subsequent requests for extension. BE REALISTIC. Don't over-promise productivity that you cannot achieve. A short time to completion is no more likely to be approved than a longer, but more realistic calendar.

Date for Completion:

Description of activity to be completed by this date:

APPROVALS

[] I agree that the Plan of Action meets with my approval as a reasonable schedule for completion of the degree.

Signature of Advisor

Date

[] (Only if required by the chair) I certify that the Committee of Record has met, recommends continued financial support, and approved the Plan of Action as a reasonable schedule for completion of the degree.

Signature of Advisor

Date

Approved:

Signature of Department Chair

Date