

**Oklahoma State University  
Graduate College  
REQUEST FOR EXTENSION  
TO SUBMIT A PLAN OF STUDY**

Student ID number \_\_\_\_\_

Today's date \_\_\_\_\_

Last Name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Which degree are you pursuing? (*check one*)     MASTER'S     ED. SPECIALIST     DOCTORATE

Please release the enrollment hold for (*check one*):     FALL     SPRING     SUMMER    \_\_\_\_\_  
YEAR

A Plan of Study (POS) is a contract between the university and a student, stipulating requirements for completion of a graduate degree. Thus, it is in my best interest to submit and receive approval for a POS early in my program of study. I, the student, understand that I have completed an excess of 17 hours for a master's degree or 28 hours for a doctoral or education specialist's degree, which exceeds university policy. I request an extension to submit my POS, with the reasons stated below. I am aware that I must submit a POS to the Graduate College before the beginning of the following semester or I will not be allowed further enrollment. I understand that this extension will be granted one time only.

Please initial your acceptance of this policy here: \_\_\_\_\_

I expect to submit my POS by the following date \_\_\_\_\_

Reason for the request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Approval Signatures**

Student signature \_\_\_\_\_ Date \_\_\_\_\_    Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate Coordinator/Department Head \_\_\_\_\_ Date \_\_\_\_\_    Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_