Policy Title: MSN/Post-Master’s Time Limitation and Extension

The Graduate Program of The University of Texas School of Nursing at Houston 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-master's 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-master's 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-master's certificate within a reasonable period of time after the 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 after the 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.