

PROGRAM PLAN EXTENSION REQUEST

Under extenuating circumstances, programs may request a one-semester extension of their program planning timeline. All requests must be made using this electronic form. Emails or requests by letter will not be considered.

Instructions

1. Programs complete the extension form and then forward the form ELECTRONICALLY to their Dean.
2. The Dean's office will verify receipt of the request on the date received. Please note that *programs are responsible for insuring this verification.*
3. The Dean indicates whether the request for extension is approved, verifying that the extension will best serve the program and the college. The Dean may also identify any intermediary steps required by the program, such as interim reports of progress or a program assessment plan.
4. The request is forwarded to UGS by the Dean and reviewed by the Program Planning Committee (PPC). The Dean, the Chair, and the Program contact will be notified whether the PPC recommends any interim activities of the program during the period of extension.

Date submitted _____

Degree Program(s)		Department	
Department Chair		Phone	
Report To be Prepared by		Phone	
Next Program Plan due		E-mail	

Note: Schedule is posted at: <http://www.sjsu.edu/ugs/faculty/programplanning/index.html>

EXTENSION REQUEST TYPE

What type of request are you looking to make?

- Extension of Program Plan due date
- Late submission of Program Plan

JUSTIFICATION FOR REQUEST

Why are you requesting this waiver, please justify your reasoning for this request.

A. IF REQUESTING EXTENSION/LATE SUBMISSION

What is your preferred date for submission (*extensions, if approved, are one semester. Longer extension dates must be requested specifically and cannot be for more than one year. A strong justification as to why year extension is needed, as well as a memo from Dean regarding support for request*).

New Due Date Request: _____

Dean/Committee Approvals	
Received by UGS staff on (add date and initials):	
	<input type="checkbox"/> Approve <input type="checkbox"/> Not Approved
<i>College Dean</i> _____	
	<input type="checkbox"/> Comments:
<i>Program Planning Committee Chair</i> _____	Date Presented to Committee: _____