

How to Process an Exception to Extend a Student's Time Limit

Per Graduate School policy, a Master's student should complete all degree requirements [within six years](#), and a Doctoral student should complete within [ten years](#).

Until recently, programs had to petition the Graduate School for this extension. Now programs may process this exception themselves if they are satisfied that the student is making good progress towards their degree.

Instructions:

1. From your main MGP Task Items Page, go to "View Grad Students"
2. Click on the name of the student to go to their Student Detail page
3. Go to "Academic Record" tab > Exceptions
4. On the exceptions page, from the Template drop-down, choose:

(For a Doctoral Student) Extend time limit for a PhD

(For a Master's Student) Extend time limit for a Master

5. In "Comment displayed on audit" field, enter a comment like "Extend time limit AUT 2022"

*For Steps 6 and 7, you need to know when the student **began** graduate studies at the UW. You can check this information in Academic Record > Transcripts, then scroll down to the beginning of the transcripts record to see the student's first quarter of enrollment as a UW Graduate Student (including GNM status).*

6. First term quarter: select the first quarter of graduate studies from the drop-down menu

7. First term year: enter the first year of graduate studies

*For Steps 8 and 9, you need to know the quarter and the year the student will **graduate**. If the student ends up graduating during a later quarter and year, you can just process a new exception with the new graduation quarter and year.*

8. Last term quarter: select the last quarter of graduate studies from the drop-down menu

9. Last term year: enter the last year of graduate studies

10. Click the "save" button

11. Confirm the exception processed: go to Academic Record > Degree Audit >> UW Graduate School Doctoral/Masters Requirements.

You should now see a green OK button next to "completion of all work for the doctoral / master's degree with six years / ten years."