

## Statute Extension Checklist (PhD)

Please submit the following to Abby Fite ([alf189@pitt.edu](mailto:alf189@pitt.edu), 5141 Sennott Square):

- Statute extension request form
- Detailed timeline outlining realistic deadlines for the completion of all mini-milestones (i.e. coursework, exams, dissertation chapters, etc.) required for the student's degree. Timeline must be signed by the student, the student's advisor, and the department DGS or chair.
  - Example timeline:
    - Student is readmitted in January 2019 with new degree date of August 2019
    - January 2019- submit chapter 1 to committee
    - February 2019- submit chapter 2 and make revisions to chapter 1
    - March 2019- retake comprehensive exam
    - April 2019- submit chapter 3 and make revisions to chapter 2
    - May 2019- submit chapter 4 and make revisions to chapter 3
    - June 2019- submit introduction and conclusion and make revisions to chapter 4
    - July 2019- defend dissertation and make any revisions to document after defense
    - August 2019- Upload dissertation to D-Scholarship, submit required paperwork, and graduate
- If applicable, memo certifying coursework over ten years old remains relevant to the field
- If applicable, milestone card for doctoral comprehensive exam (after 7 years, this exam expires and must be retaken)
  - When a student retakes the comprehensive exam, the form and content of the exam must be approved by Assistant Dean

**Please note: if the student does not complete all mini-milestones as detailed in the timeline submitted with the statute extension request, the student will be terminated from the program. This statement is included in the statute extension request form. All parties consent to this statement by signing the form.**