



## Policy Directory

Responsible Division: Academic Affairs  
Responsible Office: Graduate Studies  
Issue/Revision Date: 12/01/2017

### **Policy Title: Statute of Limitations**

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Policy: *The Graduate School policy on Statute of Limitations* contains the policies and regulations of the Alcorn State University Office of Graduate Studies. This policy has been established by the Graduate School Graduate Council to ensure consistent standards across Graduate programs.

#### **MAXIMUM TIME LIMIT FOR COMPLETION OF GRADUATE DEGREE**

1. All requirements for the Master of Science degree and Educational Specialist degree, including transfer credits, must be completed within six years from the beginning of the first term in which credit was earned toward the degree. If a student fails to complete his/her program within the six-year time period, he/she must petition the Graduate School for an extension and present sufficient evidence/reason for failing to complete the program within the specified time limit. An Appeal must be submitted at the Graduate Studies level for review by the Appeals Committee for adjudication.
2. Extenuating circumstances may arise to prevent a graduate student from completing his/her program of study within the six-year time limit. If this occurs, a student may petition the Dean of Graduate Studies/Graduate Studies Administrator for an exception. Sufficient evidence or reasons must be communicated in this request outlining why the program of study was not completed within the specified time limit. The Appeals Committee will review this request and render approval or denial of this request. If an extension is granted, only one will be approved for a maximum time span of one year.
3. When the student petitions the Graduate School, the Graduate Studies Administrator will approve or deny the recommendation of the appeal in writing. The student must understand that the Chairperson of his/her department will have to review the six-year time limit request to approve or deny and submit the recommendation to the Appeals Committee. A required Appeal Recommendation Form for Departments must be completed by the appropriate academic unit. The academic unit must provide a sound rationale for its decision for continuance or rejection of the student's appeal. This process requires the academic advisor to verify the extent in which the curriculum has changed since the student's first term of attendance and last semester of enrollment. The Appeals Committee will review and make a recommendation to the Dean of Graduate Studies/Graduate Studies Administrator.
4. If the Graduate Studies Administrator approves the six-year time period extension, the student must complete all the requirements for the program as well as conditions set forth in the appeal decision

letter within one year. Students' information will remain as a Cyber file if they do not complete a degree within the six-year time limit.