



WHETTEN GRADUATE CENTER | 438 WHITNEY ROAD EXTENSION, UNIT-1152, STORRS CT 06269-1152  
TELEPHONE: (860) 486-3617 | FACSIMILE: (860) 486-6739 | GRAD.UCONN.EDU

## REQUEST FOR ALTERNATE COMPLETION DATE

THIS FORM SHOULD BE USED TO REQUEST A MID-SEMESTER DEGREE COMPLETION DATE. FOR USE DURING THE FALL AND SPRING SEMESTERS ONLY.

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

STUDENT ID # (SEVEN DIGITS) \_\_\_\_\_ NETID \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

DEGREE SOUGHT \_\_\_\_\_ FIELD OF STUDY \_\_\_\_\_

Are you an international student on a F-1 or J-1 visa whose I-20/DS-2019 is issued by UConn? YES NO

Are you a Graduate Assistant? YES NO

Department(s) where you are appointed \_\_\_\_\_

Department graduate payroll processor \_\_\_\_\_

Employment as a Graduate Assistant is contingent on active graduate student status. Requesting a completion date prior to your conferral date will result in your active student status and assistantship being terminated, which will affect your stipend and benefits. If you have questions about this, please contact The Graduate School before requesting an alternate completion date.

Do you understand that your graduate assistantship will be terminated as of your requested completion date? YES NO

**ALL FINAL PAPERWORK MUST BE SUBMITTED TO THE REGISTRAR'S DEGREE AUDIT OFFICE PRIOR TO SUBMITTING THIS FORM.**

**FINAL PAPERWORK INCLUDES:**

**Doctoral Degrees:**

- Dissertation Submission Checklist
- Approval Page
- Report on the Final Exam for the Doctoral Degree
- Dissertation uploaded to Open Commons
- Survey of Earned Doctorates

**Master's Plan A (Thesis):**

- Master's Thesis Submission Checklist
- Approval Page
- Report on the Final Exam for the Master's Degree
- Thesis uploaded to Open Commons

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Date final paperwork was submitted to the Registrar's Degree Audit Office \_\_\_\_\_

Requested completion date \_\_\_\_\_  
(MUST BE AFTER DATE ALL FINAL PAPERWORK WAS SUBMITTED)

**SIGNATURES**

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**By signing this form, the major advisor certifies that the student has been academically engaged up to the requested completion date.**

\_\_\_\_\_  
MAJOR ADVISOR NAME                      MAJOR ADVISOR SIGNATURE                      DATE

\_\_\_\_\_  
ISSS ADVISOR NAME                      ISSS ADVISOR SIGNATURE                      DATE  
(REQUIRED FOR INTERNATIONAL STUDENTS ONLY)

**SUBMIT COMPLETED FORM TO THE GRADUATE SCHOOL FOR REVIEW**

**FOR USE BY THE GRADUATE SCHOOL**

PERSON REVIEWING \_\_\_\_\_

STUDENT'S CONFIRMED COMPLETION DATE \_\_\_\_\_

NOTIFICATIONS TO (AS APPLICABLE):

- BURSAR
- DEPARTMENT
- ISSS
- PAYROLL
- REGISTRAR - DEGREE AUDIT