



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

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)

Please note, you should only request an Alternate Completion Date if enrolled in research credits or an independent study. If you are enrolled in a class that will not have completed and posted grades by the requested completion date, an Alternate Completion Date may not be possible. Please reach out to The Graduate School with any questions.

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