All requirements for the Master of Public Health and Master of Health Administration degree must be completed within six years. All requirements for the Doctor of Public Health degree must be completed within seven years. Time limits are strictly enforced.

**Application.**
All School of Public Health students.

**Definitions.**
None.

**Procedures and Responsibilities.**
1. Students exceeding the time limit may be required to repeat out-of-date credits, and/or show other evidence of being up-to-date in their major field of study. 
   **Responsible Party:** Student.

2. Holding a full-time job is not considered in itself sufficient grounds for granting an extension.
   Time spent in active service in the U.S. armed forces will not be used in computing the time limit. However, career members of the armed forces should consult the Office of Admission and Academic Services concerning credit given to work completed before or during active military service. 
   **Responsible Party:** Student.

3. Students anticipating that they will exceed the time limit should apply for an extension before the normal time period to complete the degree expires. 
   **Responsible Party:** Student.

4. Students requesting an extension should submit a written request to the Office of Admission & Academic Services. 
   **Responsible Party:** Student.

5. The written request and the student’s academic file will be evaluated by the Department Chair, who will determine if the request is granted.  
   **Responsible Party:** Department Chair.
6. Communication regarding the request will be submitted to the student by the Office of Admission & Academic Services. If courses need to be repeated or other action needs to be taken on the part of the student, this information will be outlined in the letter to the student.


References and Cross-references.

Approved: August 2000
Effective: August 2000
Revised: June 2010