



Chemistry Graduate Program Instructions to Request for Graduation Extension “Prorroga”

The time to graduation for graduate students at the Masters and Doctoral levels permitted by the university is defined by the Certificate that was active when you officially became a candidate of either program. At present, we have students under three different certificates (Certificate 72, Certificate 38, and Certificate 95). The most current certificate is Certificate 95. Please refer to each certificate to know your time to graduation. If you are in final year permitted by the university and know that you will not be able to graduate then you must formally petition for a graduation extension referred to as a “prorroga” in Spanish. Below are the list of steps that you must follow for this process.

1. Complete the DEGI prorroga form.
2. Write a letter to the Chemistry Graduate Program (CGP) Academic Affairs Committee. In this letter you will explain everything you have accomplished thus far in the program and justify why an extension is needed. You will need to provide a detailed workplan, which includes specific objectives (for example, completion of the graduate seminar, completion of the proposals, thesis writing and defense) and estimated dates when these objectives will be completed. The letter must be signed by you and your research advisor.
3. Submit the letter to CGP Coordinator via e-mail correspondence.
4. The CGP Academic Affairs Committee will decide if they will support your petition and then the petition is sent to the Associate Dean of Graduate Studies and Investigation for their evaluation. If the Associate Dean supports the petition, the petition is then forwarded to the DEGI, who will make the final decision as to whether the request is approved.