UNIVERSITY OF PITTSBURGH
SCHOOL OF EDUCATION
ACADEMIC POLICIES AND PROCEDURES

TITLE OF POLICY: **STATUTE OF LIMITATIONS**

DATE APPROVED: MARCH 2012

POLICY:

The purpose of the statute of limitations is to ensure that a graduate degree from the School of Education represents mastery of current knowledge in the field of study. From the student's initial registration for graduate study, all degree requirements must be completed within a designated time periods for graduate students:

Master's Level	
MA or MS	4 – years
MAT or MEd	5 - years

Doctoral Level	
PhD	10 – years (8 years if credit is given for a master's degree)
EdD	12 – years (10 years if credit is given for a master's degree)

A candidate for an advanced degree may apply for an extension of the statute of limitations. Under extenuating circumstances, such as military or public service, family or parental leave, or temporary disability, a leave of absence may be requested.

PROCEDURE:

In consultation with their academic advisor, the student must complete a revised Plan of Studies, along with a memo indicating the extenuating circumstances leading to the requested extension. The memos must include a departmental assessment of the work required of the student to complete the degree as well as documented evidence of the extenuating circumstances leading to the requested extension. The memo and revised plan of studies must be approved by their faculty advisor, program coordinator and department chair, and then filed with the Dean's Office for final approval.

Graduate students may be granted one extension; a maximum of two years may be granted to doctoral students or one year to master's students. The length and rationale for the extension must be stated in advance, recommended to the dean by the department, and approved by the dean. If approved, the time during the request for extension shall not count against the total time allowed for the degree being sought by the student.