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**Subject: Program Completion and Extension Policy**

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## **1. Purpose**

This policy establishes the maximum time frame for program completion, describes the consequences of exceeding the designated program length, and outlines the procedures for requesting a program extension.

## **2. Policy**

Students must complete all coursework within the maximum time frame allowed. For doctoral programs, this time period is within seven years of matriculation; for master's degree programs, it is within five years of matriculation; and for a graduate certificate, it is within three years of matriculation.

Students who do not complete their program by the designated completion date may request a one-year extension by submitting a [Program Extension Request Form](#). The Department Chair will determine whether the extension is granted. Students who are granted an extension must remain actively enrolled until graduation requirements are completed. Failure to complete coursework within the maximum time frame may affect financial aid, Satisfactory Academic Progress, and enrollment status.

A student who does not apply for an extension, is denied an extension, or fails to complete their program at the conclusion of an extension is considered to have exceeded the program length. At that time, the student must reapply, and is subject to the admission and program requirements in effect at the time of their new application. Acceptance is not guaranteed even for students previously admitted, and courses taken prior to the interruption of studies may not count toward degree requirements. If admitted, students will be held to the standards of the current curriculum for their program.

## **3. Procedures**

### **3.1 Requesting a Program Extension**

1. **Student:** Submit a [Program Extension Request Form](#) to the Academic Advisor who will then forward the form to the Department Chair. The form must be approved by the Department Chair, before the student can register for courses in the trimester beyond the standard maximum time frame for program completion. The Request for Extension must include:
  - Reason for request of one-year extension
  - Anticipated timeline for completion of remaining requirements

- Supporting documentation for any extenuating circumstances that prevented timely completion of courses
2. **Department Chair:** Provide the form to the student, Registrar, Academic Advisor, and Financial Aid within two-weeks of submission of the request.

## 4. **References**

Program Extension Request Form

<https://www.ndm.edu/academics/integrative-health/soih-policies-forms>

## 5. **Approval and Revisions**

Approved by Dean, School of Integrative Health, Christina Sax, PhD (August 2025).  
Conversion of policy from Maryland University of Integrative Health