

Reinstatement/Extension

[University of Cincinnati Graduate School Handbook](#)

- **Prior to the program petitioning the Graduate School for an extension, the student must communicate with their program advisor to review their degree completion to date and form a written plan for degree completion.**
- Your petition documents must be submitted as one single pdf file to the Graduate Studies Office for the DEPHS Graduate Studies Director to review.
- The Dean of the Graduate School will then review the packet and if approved the student will be notified via a letter, and must electronically agree to pay any outstanding fees.

Time to Degree and Extensions

The Board of Trustees stipulates that all degree requirements must be completed within a defined span of years starting from the date of matriculation into the degree program, regardless of whether students are full time or part time. This span is 5 years (7 years if student's entry term was prior to autumn 2007) for the master's degree and 9 years for the doctorate degree. Under extenuating circumstances, a program may petition the Dean of the Graduate School, on behalf of the student, for extension of the time limit for attaining his or her degree.

Students who have not completed degree requirements by their time-to-degree limit are on inactive status regardless of course registration in each academic year. Such students are required to apply for an extension of their time-to-degree and for reinstatement if they wish to continue in their program.

Reinstatements

Students who have not been registered for at least one graduate credit hour at UC that contributes to degree requirements in an academic year (fall-summer) are considered inactive. Reinstatements are available to students who have been inactive for less than three academic years. Students who have not been enrolled for any credits in their graduate program for three or more consecutive academic years are not eligible for reinstatement and must apply for readmission to the university.

If a student wishes to be reinstated so they can register and take classes, reinstatement petitions must be submitted prior to the start of the first day of the term to be eligible for reinstatement in that term. Petitions received after the first day of the term will be considered for the following term.

If a student wishes to be reinstated so they can graduate without taking any further classes, petitions for reinstatement (and extensions) must be submitted no later than 3 weeks prior to graduation for the student to be certified for graduation in that semester. Petitions received after this time will not be approved in time for graduation that same semester. Late petitions will be held through the next processing period and a decision will be granted in time for the next graduation.

Fees

A reinstatement fee equal to the current tuition for one graduate credit for each of the unregistered years up to a maximum of 3 years is assessed. The reinstatement fee will be added to the student's bursar account and will become part of the student bill. Reinstatement fees are due 30 days after formal approval unless a payment plan is agreed to with the bursar's office. If the fee is not paid by the due date, service charges may accrue, a block may be placed on future registrations and/or on the release of UC diplomas and official transcripts, and the account may be sent to collections.

**Department of Environmental &
Public Health Sciences**
Graduate Studies Office
Reinstatement/Extension Form



Name: _____

Date: _____

UC ID#: _____

Admit Term: _____

UC E-mail: _____

Last Term Registered: _____

Degree Program: _____

Time-to-Degree Expiration Date:

Degree in which you are enrolled:

- MPH
- MS
- PhD

Reinstatement Section:

Have you maintained graduate student status by registering for at least 1 graduate credit hour each academic year? Yes; No

If not, indicate year(s) of non-registration: _____ Desired reinstatement begin term: _____
(example, 2016-17, etc.)

Extension Section:

Have you had previous extension? Yes; No Extension requested to: _____

If yes, please indicate date(s) (month/year)

Please include the following documents with this petition as on single pdf file to the Graduate Studies Office:

1. Description of progress towards degree.
2. Degree completion to date.
3. Plan for degree completion.

- I have reviewed all Time to Degree policies outlined in the [UC Graduate School Handbook](#).
- I understand that the reinstatement is contingent upon payment of reinstatement fees by the due date stated in my reinstatement letter.

Student Signature

Academic Advisor Name

Academic Advisor Signature