Ed.D. Doctoral Program Completion Extension- PCX 799
Ed.D. Program with a Specialization in Educational Leadership or Higher Education
(Effective January 1, 2008)

When a doctoral student reaches the end of his/her intended final semester of full-time academic enrollment (last registered term of 9.00 or more credit hours or Dissertation Supervision and needs additional time to prepare final documents for Ed.D. Dean’s approval, they are required to register for PCX 799 Program Completion Extension (0.00 credits) for the subsequent six-month semester. In order for a student to have this six-month completion extension approved, the student must have successfully completed all prior enrollment semesters.

Registration of PCX 799 is required as follows: (1) The program completion extension affords a student additional time to respond to recommendations for edits as a result of the dissertation defense meeting or Ed.D. Dean’s review. No new academic learning activities may be undertaken during or after this program completion extension registration period. The extension period is not a new semester of enrollment for academic credit. Registration of PCX 799 will be for a six-month extension of the student’s non-academic registration status so that final documents can be reviewed and approved. No more than two (2) extension semesters will be approved.

PCX 799 Registration Fee:
PCX 799 Registration is due on a semester basis on the first day of each new semester. The Tuition and Registration Policies for each program are published annually on the Web and include the amount of the appropriate PCX 799 fee. The pro-rata refund of the extension fee is on a monthly basis as of the end of the month when the Ed.D. Dean signs final approval for graduation documents.

Financial Aid Recipients:
The PCX 799 Program Completion Extension does not qualify students for continuing financial aid or for in-school loan deferment status. The UI&U Registrar’s Office will report students on this extension as registered less than half-time during the next scheduled report to the National Student Clearinghouse.

Graduation Policy:
Following the Ed.D. Dean’s review, members of the Administrative Review Committee inventory all academic requirements and financial records. The Record of Registration is reviewed in the UI&U Registrar’s Office; the UI&U Financial Aid Office checks the status of financial aid, if applicable; and the UI&U Business Office audits the financial records (student account).

Graduation is approved and the degree awarded when all academic and financial obligations to the university have been met. The conferral date is the last day of the semester in which the Ed.D. Dean approves graduation. Therefore, a student must be registered for nine (9) or more credit hours, on Dissertation Supervision DIS 780, or PCX 799. The final transcript and diploma will be released when all clearances of the administrative review have been completed.
Example Implementation of PCX 799 for Student A:

2009-7A (Jan-Jun 2009)
RSCH 901  Dissertation  Credit: 9.00  Grade: “I”

- At the conclusion of this semester, the student has not completed his/her dissertation or dissertation defense meeting. Since the student needs to register for the next semester, the student must therefore register for Dissertation Supervision.

2009-8A (Jul-Dec 2009)
DIS 780  Dissertation Supervision  Credit: 0.00  Grade: Not applicable

- At the conclusion of this semester, the student has successfully completed his/her dissertation and dissertation defense meeting. However, this occurred in the final month of the semester and the student now needs to be processed through the Dean’s Review, which will not happen until January 2010 or later. In order to be processed for graduation, the student must therefore register for PCX 799 Program Completion Extension.

2010-7A (Jan-Jun 2010)
PCX 799  Program Completion Extension  Credit: 0.00  Grade: Not applicable
Doctoral Program Completion Extension – Request Form

_________________________, ID#________________ requests to be registered for Program Completion Extension (PCX 799) for 0.00 credits.

Choose One:
My dissertation defense meeting **has been successfully completed** on ______________ and I hereby request registration of Program Completion Extension (PCX 799) for the following upcoming enrollment semester:

Indicate here the applicable semester for this 6-month extension____________________________

By requesting this extension, I understand:

- That approval and registration of my Doctoral Program Completion Extension will provide me a full six-month period of time in which to make final edits to my program documents and submit them for Ed.D. Dean’s approval after my dissertation defense meeting.

- That once accepted and posted to my registration record, the UI&U Business Office will assess the applicable fee for this extension for the six-month enrollment semester. Based upon the date of Ed.D. Dean’s approval of my program documents, the UI&U Business Office will calculate a refund of any remaining portion of this extension fee (on a monthly basis) according to the Ed.D. Dean’s approval sign off date.

- No additional credits will be registered or earned during the extension semester, and I understand that I will be reported as registered less than half time to external agencies during the extension period. By requesting this extension, I am verifying that my record documents successful completion of all credits that will become approved in my official transcript.

Student Signature________________________________________ DATE: __________

Faculty Signature: ______________________________________ DATE: __________

Ed.D. Dean’s Office Approval: ___________________________DATE: __________

For Registrar’s Office Use Only:
Date Accepted and Posted: __________ ; Notification Sent to Bus. Office: ______________