



CENTRE FOR POSTGRADUATE STUDIES

APPEAL FOR EXTENSION BEYOND NORMAL STUDY PERIOD

Semester Session /

REMINDER: Appeal for extension should be submitted to the Kulliyah/Institute, one (1) month before the normal study period ended. Registration for the next semester (extension period) should be done manually by CPS. For verification purposes, the UCPS approval letter should be enclosed together with the registration form during the manual registration.

SECTION A : STUDENT'S INFORMATION		
Name:		Matric No.:
Kulliyah :		Total Credit hours Completed:
Programme :	Mode of Programme:	Study Status:
Email :	Contact No:	Latest CGPA:

Current Session	Current Semester	Intended Session	Intended Semester	Number of Extension
Session:	Semester:	Session:	Semester:	

*Master – eligible for two (2) semesters of extension. PhD – Full-time (6 semesters). Part-time (4 semesters)

This appeal is subject to the recommendation from Kulliyah Postgraduate Committee (KPGC) and approval from the University Committee for Postgraduate Studies (UCPS).

Student's Signature _____
Date

SECTION B: RECOMMENDATION FROM THE HEAD OF DEPARTMENT OF KULLIYAH/INSTITUTE

The candidate has met all the requirements stipulated in the PG Regulations. Therefore, the department decided to ***RECOMMEND/NOT RECOMMEND** his/her appeal.

Signature & Stamp _____
Date

SECTION C: RECOMMENDATION FROM THE DEPUTY DEAN (POSTGRADUATE&RESEARCH)/DEPUTY DIRECTOR OF KULLIYAH/INSTITUTE

Based on the department recommendation (if any), Kulliyah/Institute in its KPGC meeting No. (____) held on (____) decided to ***RECOMMEND/NOT RECOMMEND** this appeal for UCPS consideration and approval.

Signature & Stamp

Date

CENTRE FOR POSTGRADUATE OFFICE USE ONLY

Remarks:

Date:

UCPS: