



Maryland University of Integrative Health
Academic Policy and Procedures

No. 6005 Rev.: 3
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Subject: Program Completion and Program Extension Policy

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1. Purpose

This policy establishes the University’s academic time frame for program completion to ensure currency of program content and integrity of the degree awarded, describes the consequences of exceeding the designated program length, and outlines the procedures for requesting a program extension.

Note: MUIH’s academic time frame for program completion should not be confused with the Department of Education’s maximum time frame (MTF) for Satisfactory Academic Progress (SAP) for financial aid purposes. See Policy 6010 for a description of MTF for SAP and how MTF affects financial aid eligibility.

2. Policy

Students must complete all coursework within seven years of matriculation. This standard applies to doctoral programs, master's degree programs, and graduate certificates.

Students who do not complete their program within seven years may request a one-year extension by submitting a [Request for Extension Form](#). The Department Chair will determine whether the extension is granted based on current progress and the plan for program completion. Students who are granted an extension must remain actively enrolled until graduation requirements are completed.

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.

Note: Due to accreditation standards, time to program completion in Acupuncture and herbal medicine (AHM) cannot exceed 200% of the published program length. Published program length at the semester of entry will be used for this calculation. In situations where this leads to a maximum time frame that is

less than the general University policy, the shorter time frame will be implemented. No program extensions can be granted that exceed the 200% standard.

3. Procedures

3.1 Requesting a Program Extension

1. **Student:** Submit a [Request for Extension 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 7-year 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.
3. **Dean of Academic Affairs/Provost:** Program extensions beyond the initial one-year extension must be approved by the Dean of Academic Affairs or Provost. If a second extension is requested, the student should complete the same steps noted above. If the Department Chair endorses the additional extension, they must obtain the approval of the Dean or Provost before submitting the form to the student, Registrar, Academic Advisor, and Financial Aid.

4. References

Request for Extension Form

<https://my.muih.edu/forms-policies-2/for-students>

5. Approval and Revisions

Approved August 16, 2018 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 1

Added information related to new Request for Extension Form.

Approved January 7, 2020, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 2

Clarified purpose of the policy and differentiated time frame for academic purposes from time frame for financial aid purposes.

Standardized academic timeframe to seven years for all programs.

Added procedures and oversight for program extensions beyond an initial one-year extension.

Approved May 28, 2021, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 3

Added time frame limitations for AHM programs to align with accreditor requirements

Approved September 29, 2021, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.