EIA

The Graduate School
UNIVERSITY OF SOUTH CAROLINA

EXTENSION OF INCOMPLETE TIME AUTHORIZATION BEYOND 12 MONTHS

THE GRADSCHOOL PREFERS TYPED DOCUMENTS. ENTER (TYPE) INFORMATION INTO FORM AND THEN PRINT DOCUMENT
(YOU MUST HAVE ADOBE ACROBAT STANDARD OR PROFESSIONAL TO SAVE DATA, ADOBE ACROBAT READER WILL ONLY ALLOW YOU TO PRINT)

1. Student emails/calls/mails and supplies Instructor with: Name, USC ID, Address, Semester, Course Title, Term, Year
2. Student informs instructor to fill out form located at: http://www.gradschool.sc.edu/doclibrary/documents/eia.pdf
3. Instructor downloads and fills out form.
4. Instructor saves and prints completed form.
5. Instructor signs completed form and forwards to Graduate Director/Department Chair or Dean of College
6. Graduate Director/Dept Chair/Dean signs completed form.
7. **Final signed form is saved as a pdf document and emailed to the Graduate School at gradapp@mailbox.sc.edu.**

Last Name: [_____] **First Name:** [_____] **M.I.** [____] **USC ID:** [_____]

Street: [_____] **City:** [_____] **State:** [____] **Zip:** [_____]

	Term	Year
Semester of Course Enrollment:	[_____]	[_____]

Course(s) Title(s):

Department	Prefix	Number	Section	Credits
[_____]	[_____]	[_____]	[_____]	[_____]

Course Title: [_____]

Instructor's Name: [_____] **Phone:** [_____]

Statement of Instructor's Rationale for Extension:

[_____]

New Deadline Requested: [_____]

Instructor's Signature: _____ Date: _____

Department Graduate Director/Chair/Dean Signature: _____ Date: _____

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Graduate School Signature: _____ Date: _____