



This form is for students in PhD programs that are NOT based in the Trinity College of Arts and Sciences. Trinity PhD students should see gradschool.duke.edu/covid19funding for a form specifically for them.

COVID-19 Funding Extension Departmental Approval Form

Ph.D. students whose progress toward degree has been significantly delayed by the COVID-19 pandemic can apply for extensions to their funding on a semester basis ([details and application instructions](#)). The first step of the application process is for the student, their faculty adviser, and their DGS to fill out this form. If there is any additional supporting documentation, please append it to this form.

The DGS should send the completed and signed form back to the student, who can then apply in The Graduate School's [fellowship portal](#). The department should retain a copy of the completed form for its records.

1. DESCRIPTION OF COVID-RELATED DELAY (To be completed by Ph.D. student)

Student's Name: _____

I am applying for:

- ☐ Stipend extension for 6th-year Ph.D. students
- ☐ Tuition-and-fees scholarship for 7th-year Ph.D. students

The term I'm applying for (e.g., Fall 2020): _____

A brief, clear description of how COVID-19 significantly delayed your progress to degree:

2. FACULTY ADVISER APPROVAL (To be completed by faculty adviser)

- ☐ As the faculty adviser for this student, I verify that the information above is accurate, that the delays were documented in the student's annual reports, and that I approve the student's request for the funding extension specified above.

Additional comments:

Faculty adviser signature: _____ Date: _____

3. DGS APPROVAL (To be completed by the Ph.D. program's director of graduate studies)

- ☐ As the DGS, I verify that the information above is accurate, that the delays were documented in the student's annual reports, and that I approve the student's request for the funding extension specified above.

DGS signature: _____ Date: _____