



**REQUEST TO EXTEND TIME TO COMPLETE GRADUATE
MASTERS/DOCTORAL DEGREE PROGRAM**

To the student: In order to apply for an extension of time to complete a graduate degree program, complete Part I below, using another sheet if necessary. Then forward to your graduate advisor or dissertation director.

Student's Name: _____ Date: _____

G#: _____ Degree Program: _____

Day Phone: _____ E-mail: _____

Admissions Date: _____ Academic Advisor: _____

Thesis/Dissertation committee chair (if applicable): _____

Is this your first request? _____ If no, when was the last request submitted/approved? _____

PART I: STUDENT'S REQUEST

- 1 Please give a brief historical account of your progress toward degree completion from your date of admission to the current date.**

- 2 Explain briefly your reason(s) for not completing the program requirements within the allotted time limit of 6 years for a masters degree, or 6 years to advance to candidacy and 5 years to defend the dissertation for a doctoral degree.**

- 3 Have you requested a previous extension? If so, what work was completed during this extension? Briefly explain your reasons for not completing your program requirements during the previous extension.**

- 4 What progress have you made during the past two years toward completion of your degree?**

- 5 Itemize all remaining requirements necessary to complete your degree and propose an explicit timetable for completing them. The timetable must conclude with a proposed graduation date (month and year).**

Extension requested to (semester/year): _____

Student's Signature: _____ Date: _____

PART II: GRADUATE ADVISOR or DISSERTATION CHAIR EVALUATION

To be completed by the student's graduate advisor or, where applicable, dissertation director.
Forward completed form to the Graduate Student Services Office, S&T II, Room 160

Has the student made any progress toward degree completion in the: last two years? last year? last six months?	Has the student made any progress toward thesis/dissertation completion? last two years? last year? last six months?
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If no progress has been made, are there extenuating circumstances? If so, please describe.

Comment on the student's remaining requirements and the student's proposed timetable for degree completion.

If the proposed timetable is not reasonable, please recommend an alternate timetable.

Request for extension: approved denied _____
Graduate Advisor or Dissertation Chair Date

approved denied _____
Senior Associate Dean Date

approved denied _____
Vice Provost Date