

**INSTRUCTIONS FOR
Request to Extend Time to Complete Graduate Masters / Doctoral Degree Program**

To be used by masters students whose six year time to degree has expired or by MFA or doctoral students whose eight year time to degree has expired.

In order to apply for an extension of time to complete a graduate program, the student must complete Part I of the form. Part II of the form must then be completed by the graduate coordinator and, where applicable, thesis / dissertation chair.

Note: If readmittance to the degree program is also being requested, submit this form with your readmission application to Admissions Office 2200.

**PART II:
GRADUATE COORDINATOR EVALUATION
THESIS / DISSERTATION CHAIR EVALUATION (if applicable)**

To be completed by graduate coordinator and, where applicable, thesis / dissertation chair. Forward completed form to the Graduate School 4040.

If readmittance is also being requested, forward with readmittance application to Admissions Office 2200.

Has the student made any progress toward degree completion in the: last two years? <input type="checkbox"/> YES <input type="checkbox"/> NO last year? <input type="checkbox"/> YES <input type="checkbox"/> NO last six months? <input type="checkbox"/> YES <input type="checkbox"/> NO	Has the student made any progress toward thesis/dissertation completion? last two years? <input type="checkbox"/> YES <input type="checkbox"/> NO last year? <input type="checkbox"/> YES <input type="checkbox"/> NO last six months? <input type="checkbox"/> YES <input type="checkbox"/> NO
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* If no progress has been made, are there extenuating circumstances? If so, please describe.

* Provide evidence of currency in all course work more than 6 years old (8 years for MFA or doctoral). Evidence may take the form of a proficiency test, having completed higher level courses in the same content that are current, current work experience that directly relates to all course requirements, or repeating the course. How has currency been assessed?

* 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 <input type="checkbox"/>	denied <input type="checkbox"/>		
			Graduate Coordinator	Date
Request for extension	approved <input type="checkbox"/>	denied <input type="checkbox"/>		
			Thesis/Dissertation Chair	Date

(If the extension request includes the completion of a thesis or dissertation, the chair of the thesis or dissertation committee should also indicate a recommendation and provide a signature in addition to that of the graduate coordinator.)

OFFICE USE ONLY

Recommendation by the Graduate School:		
Extension approved through:		
	Sem./Year	Graduate School
		Date
Extension Denied:		
	Sem./Year	Graduate School
		Date