



OFFICE *of* RESEARCH & GRADUATE STUDIES

REQUEST TO EXTEND TIME TO COMPLETE GRADUATE DEGREE PROGRAM

To the student: To apply for an extension of time to complete a graduate degree program, provide the information requested on this page and complete Part I. You must meet with your advisor to provide information required in item 3 of Part II. You may be required to document how you have kept current in the knowledge obtained in each course taken beyond the allotted 7 years for the master's degree and 10 years for the doctorate. Your advisor will complete Part III, secure the approval signature of the department chairperson, and forward the completed document to the Office of Research and Graduate Studies for a decision.

To the advisor: A request for extension beyond 7 years for the master's degree or 10 years for the doctorate is also a request to honor the currency of those courses that have been taken beyond the specified period for the degree. Often the knowledge content of those courses is no longer current enough to be considered relevant toward the degree. Therefore (where applicable), it is the **responsibility of the advisor** forwarding the request to document how the student has brought his or her knowledge up to date for each course that was taken beyond the specified time limit for master's or doctoral study. This may include documenting the following: relevant work activities, continuing education credits, conference attendance, and special readings. It is the **responsibility of the student** to supply the advisor with appropriate documentation of these activities. In those cases where activities have not occurred or where documentation does not exist, the advisor must specify how the student will update his or her knowledge in the specific course area(s). This may include such activities as participating in special seminars, undertaking additional readings, or retaking a course(s). Documentation should include some form of evaluation of student mastery. Such evaluation materials might consist of course grades, grades given to summaries of readings, or grades earned on competency examinations in specific course areas.

Select date.

Date

Type name here.

Student Name

Enter ID

UIW ID (PDM)

Type address.

Student local address

Choose an item.

College/School

Type city, state, ZIP.

City, State, Zip code

Type department name.

Department

Enter email.

Student UIW Email

Type program or concentration.

Program & Concentration

Type name.

Advisor/Thesis or Dissertation Committee Chair

Enter year, semester.

Term/Year of Admission to Program

Enter number.

Number of Credits Completed to Date

Enter number.

Number of Credits Remaining



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PART I: STUDENT'S REQUEST

(Please attach the following statements to your request)

1. Please give a brief but complete historical account of your progress toward degree completion, from your date of admission to the current date.
Type or paste your text here.
2. What progress have you made during the past two years toward completion of your degree?
Type or paste your text here.
3. Explain briefly your reason(s) for not completing the program requirements within the allotted time limit.
Type or paste your text here.

PART II: ADVISOR'S/COMMITTEE CHAIR'S COMMENTS

(Please attach the following statements to your request)

1. Indicate if the student has made satisfactory progress toward degree completion to date and your evaluation of the reasons the student gives for the extension request.
Type or paste your text here.
2. Itemize all remaining requirements necessary for the student to complete the degree and provide an explicit semester-by-semester and session-by-session timetable for completing them. The timetable must conclude with a proposed graduation date (month and year).
Type or paste your text here.
3. (Where Applicable) Provide documentation of methods that **have been** used to update knowledge in those courses taken beyond the 7 or 10-year limit. Where possible, documentation should include some form of evaluation of the level of participation and accomplishment.
Type or paste your text here.
4. (Where Applicable) Describe the methods that **will be** used to update knowledge in those discipline areas in which remediation has not occurred or in which documentation does not exist. The plan should include some intended evaluation of the level of mastery achieved by the student.
Type or paste your text here.



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Part III: COMMITTEE CHAIR, ADVISOR/GRADUATE DIRECTOR, and DEPARTMENTAL CHAIRPERSON ENDORSEMENTS

To be completed by the thesis/dissertation chair (where applicable), the program advisor/graduate director, and the department chairperson. When complete, forward parts I, II, and III to the Office of Research and Graduate Studies.

Do you endorse the extension to the graduation date identified in the candidate's timetable? (If the extension request includes the completion of a thesis or dissertation, the chair of the thesis or dissertation committee—if different than the program advisor—should indicate a recommendation and provide a signature in addition to that of the program advisor and departmental chairperson).

<input type="checkbox"/>	<input type="checkbox"/>	Enter signature.	Select date.
yes	no	Signature of thesis/dissertation chair (if applicable)	Date

<input type="checkbox"/>	<input type="checkbox"/>	Enter signature.	Select date.
yes	no	Signature of program advisor/graduate director	Date

If the response to the statement above is “no,” please provide an alternative timetable or course of action.

Enter the timetable or course of action here.

Action by the Graduate Dean:

☐ Extension approved through: Select date.
(graduation date)

☐ Extension not approved

Enter signature.

Dean, Office of Research and Graduate Studies