



**WESTERN MICHIGAN UNIVERSITY**

Graduate College

## **Request To Extend Time To Complete Graduate Degree Program**

**To the student:** Complete Part I, then 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 6 years for the master's degree and 7 years for the doctorate. Your advisor will complete Parts II and III and forward the completed document to the Graduate College at [grad-dissertation@wmich.edu](mailto:grad-dissertation@wmich.edu).

**To the advisor:** A request for extension beyond 6 years for the master's degree or 7 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. It is the responsibility of the advisor submitting the request to document how the student has brought their knowledge up to date. 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. Otherwise, the advisor must specify how the student will update his or her knowledge in the specific course area. This may include such activities as participating in special seminars, undertaking additional readings, or retaking a course(s). Note that you must complete all sections of Part II and obtain signatures for Part III, then forward the completed document to the Graduate College at [grad-dissertation@wmich.edu](mailto:grad-dissertation@wmich.edu).

### **Student Information**

To be completed by the student

Date:

Student WIN:

Student Name:

Student Email:

Department:

Program:

Degree level sought:

Advisor's Name:

Number of credits completed in program:

Number of credits remaining in program:

Thesis/Dissertation Committee Chair(if different than advisor):

Semester and year of admission into graduate program:

## **Part I: Student's Request**

1, 2, and 3 below to be completed by the student

1. Please give a brief but complete historical account of your progress toward degree completion, from your date of admission to the current date.
2. What progress have you made during the past two years toward completion of your degree?
3. Explain briefly your reason(s) for requesting a program extension.

## **Part II: Advisor's/Committee Chair's Comments**

Items 1, 2, 3, and 4 to be completed by program advisor and, where applicable, thesis/dissertation chair

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.
  
2. Itemize all remaining requirements necessary for the student to complete the degree and provide an explicit timetable for completing them. The timetable must conclude with a proposed graduation date (month and year).

A response to either 3 or 4 is required.

3. (Where Applicable) If your advisee has had a previous extension, provide documentation of methods that have been used to update knowledge in those courses taken beyond the 6 or 7 year limit. Where possible, documentation should include some form of evaluation of the level of participation and accomplishment.
  
4. (Where Applicable) If this is your advisee's first extension, 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.

### **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 to the Graduate College [grad-dissertation@wmich.edu](mailto:grad-dissertation@wmich.edu)

Proposed Date of Extension (Completed by Committee Chair)

From \_\_\_\_\_ to \_\_\_\_\_

Is this the first extension request for your advisee?      Yes      No      Unsure

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).

Yes    No  
Signature of thesis/dissertation chair (if applicable)      Date

Yes    No  
Signature of program advisor/graduate director      Date

Yes    No  
Signature of department chairperson      Date

Note: If the response to the question above is "No," please provide a brief explanation in the space below:

Return form via email to: [grad-dissertation@wmich.edu](mailto:grad-dissertation@wmich.edu)

or by mail to:

Graduate College  
Western Michigan University  
120 W. Walwood Hall  
Kalamazoo, MI 49008-5242

## Graduate College Office Use

Previously approved extensions

None

One or more (list dates for each)

From To

From To

From To

From To

Recommendation by the Graduate Dean:

Extension approved through Graduation Date

Extension not approved

Dean, Graduate College

Date