



WESTERN MICHIGAN UNIVERSITY

The Graduate College

REQUEST TO EXTEND TIME TO COMPLETE GRADUATE DEGREE PROGRAM

1. **This form is interactive.** Please type all information directly in the form. Students complete PART I of the form. Advisors complete PART II and applicable sections of PART III. Limit comments to the provided space for each item.
2. **Students:** Save a copy of the completed form on your computer, and then forward the form electronically to your program adviser.

Adviser: - Complete PART II and PART III.
- Print a copy of the form for department signatures.
3. **Department:** Send completed form to the Graduate College for the Dean's approval.



WESTERN MICHIGAN UNIVERSITY

THE GRADUATE COLLEGE

REQUEST TO EXTEND TIME TO COMPLETE GRADUATE DEGREE PROGRAM

To the student: In order to apply for an extension of time to complete a graduate degree program, you must complete this page (Part I) and meet with your adviser 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 adviser will complete Part III, secure the approval signature of the department chairperson, and forward the completed document to The Graduate College for a decision.

To the adviser: 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. Often the knowledge content of those courses is no longer current enough to be considered relevant toward the degree. Therefore, it is the **responsibility of the adviser** submitting the request to document how the student has brought his or her knowledge up to date for each course that was taken beyond 6 years for master's or 7 years for 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 adviser with appropriate documentation of these activities. In those cases where activities have not occurred or where documentation does not exist, the adviser 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.

Date: _____

Student's Name: _____

Student's WIN: _____

Present Address: _____

Street

City/Town

State

ZIP Code

Country

Department: _____

Program _____

Degree level sought: _____

Adviser's Name: _____

Number of Credits Completed to Date: _____

Number of Credits Needed to be Completed: _____

Thesis/Dissertation committee chair, if different than adviser : _____

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 not completing the program requirements within the allotted time limit.

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

items 1, 2, 3, and 4 to be completed by program adviser 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).

RESPOND TO EITHER 3 or 4

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, ADVISER/GRADUATE DIRECTOR, and DEPARTMENTAL CHAIRPERSON ENDORSEMENTS

To be completed by the thesis/dissertation chair (where applicable), the program adviser/graduate director, and the department chairperson --when complete, forward parts I, II, and III to The Graduate College.

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 adviser --should indicate a recommendation and provide a signature in addition to that of the program adviser and departmental chairperson).

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

Yes No _____
Signature of program adviser/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 to: Dean, The Graduate College
 260 Walwood Hall West
 Western Michigan University
 Kalamazoo, Michigan 49008 - 5242

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, The Graduate College Date: _____