

**COLLEGE OF ARTS AND SCIENCES
GRADUATE CURRICULUM COMMITTEE
REQUEST FOR TIME EXTENSION**

Student's Name _____ SS# _____

Candidate for M.A./M.S. _____ Ph.D. _____ in _____
Department

Extension request until _____ (date)

Previous extension(s) granted _____yes _____no

If yes, state date(s) granted: _____

Began program _____ (attach documentation, such as degree plan).
date

Comprehensive Exam _____ (attach documentation)
date passed

GUIDELINES

1. Attach a copy of student's request for extension.
2. Attach a memo from the chair of the department and the student's major professor or chair of the appropriate departmental committee stating committee's recommendation regarding the requested extension.
3. Attach a copy of the student's complete graduate transcript, degree plan, and the form entitled "The Graduate School Graduate Admission Evaluation Form."
4. If a comprehensive exam is not required in the discipline, or if it has been at least two years since the comprehensive exam was taken, provide evidence that student is up-to-date in his/her field.

The above information must be provided to the Arts and Sciences Graduate Curriculum Committee. Failure to provide this information will prevent the committee from taking action on the request for extension.

Forwarded by:

Department Chair

Date

Approved by:

Dean, College of Arts and Sciences

Date