



WESTERN MICHIGAN UNIVERSITY

Graduate College

Program Time Extension & Transfer Credit Request

Student: Meet with your advisor to provide reason for your request for an extension. 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.

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, with research, relevant work activities, continuing education credits and special readings, etc. 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 their knowledge in the specific course area, such as participating in special seminars, undertaking additional readings, or retaking a course(s). This form is also used to approve transfer courses that are outside the degree time limit. You must complete all sections of Part II and obtain signatures for Part II, then forward the completed document to the Graduate College at grad-dissertation@wmich.edu.

Student Information

To be completed by the student

Date:

Student WIN:

Student Name:

Student Email:

Department:

Program:

Degree level sought:

Graduate Program
Director's Name:

Thesis/Dissertation Committee Chair (if applicable):

Semester and year of anticipated graduation:

Part I: Student's Request

To be completed by the student

Reason for Extension Request (check all that apply):

Personal Reasons

Part-time Student

Transfer Credits

Financial Reasons

Complex Research Topic

Medical

Change in Topic

Family

Change in Advisor

If it is not listed above, please indicate your reason for an extension request.

Itemize all remaining requirements necessary to complete the degree and a timetable for completing them, concluding with a proposed graduate date (month, year)

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

To be completed by program advisor and, where applicable, thesis/dissertation chair

Indicate if the student's reasons for an extension request are valid, and if the student has made satisfactory progress toward degree completion to date.

Yes

No

If not, please explain.

Indicate if the student's time table of the remaining requirements necessary for the completion of the degree is reasonable and complete.

Yes

No

Provide documentation of methods that have been used to update knowledge in those courses taken beyond the 6 or 7 year limit or 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.

Part III: Committee Chair, Advisor/Graduate Director, and Department Chair Endorsements

To be completed by the thesis/dissertation chair (where applicable), the graduate program director, and the department chair. When complete, forward to the Graduate College at grad-dissertation@wmich.edu.

Proposed Date of Extension (anticipated graduation):

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 thesis or dissertation chair should also provide approval.

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 the form via email to: 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)

Recommendation by the Graduate Dean:

Extension approved through

Graduation Date

Extension not approved

Dean, Graduate College

Date