

**COLLEGE OF MUSIC**  
**REQUEST FOR AN EXTENSION**  
**FOR THE COMPLETION OF THE MASTERS DEGREE**

(rev. 7/07)

The University time limits for the completion of masters degrees reflect reasonable maximum of 5 years time frames for utilization of university resources and faculty expertise. In addition, masters degrees awarded by the College of Music must reflect the current standard of scholarship and achievement in its various fields. Thus, an extension to the time limit for completing the masters is granted only for compelling reasons (serious illness, late change of advisor and program of study, family or employment complications, etc.) and if currency of knowledge of achievement can be ensured. Requests for an extension must be received before the initial time limit has expired.

Primary advisor: After consultation with the student, please send a letter to the Office of Graduate Studies in the College, explaining the reasons for the request and provisions for the student completing the degree by the new deadline. *This form and the student's letter must accompany your letter and contain your signature and the student's signature.*

**1. A letter from student, explaining the request.** Usually only one extension will be granted, but if this is a second request, the letter must specify why the first extension did not result in the completion of the degree.

**2. The new expected date of completion: Semester \_\_\_\_\_ Year \_\_\_\_\_**

This date must be approved by the student, the student's advisory committee, and the unit administrator responsible for graduate studies, and deemed reasonable and attainable. Since a second extension is not likely, it is important that all concerned are comfortable with the requested completion date.

**The following will be implemented by the Office of Graduate Studies:**

- a. a list of all outstanding requirements for completion and intermediate target deadlines for the completion of each.  
The primary adviser agrees to monitor and enforce these intermediate deadlines.
- b. a list of all courses required for the degree (to be included on the degree certification form) that will have been completed more than 5 years prior to the new completion date
- c. a plan for recertification of each. All required courses completed more than 5 years before the new completion date must be recertified or removed from the final degree certification form. Include specific plans to achieve recertification: examination, additional current readings, annotated bibliography, paper, recital, etc.

I agree to all conditions resulting from 2, 3, and 4 above, as specified in the attachment.

Signature of Student	Printed Name of Student	Date	PID #
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Signature of Primary Advisor	Date
Signature of Assistant/Associate Dean	Date
Extension Approved Through _____	
Signature of Dean of the Graduate School	Date
Approved: Yes _____ NO _____	