

**REQUEST FOR AN EXTENSION
FOR THE COMPLETION OF THE DOCTORAL DEGREE**

(rev. 7/07)

University time limits for graduate degrees reflect reasonable maximum time frames for utilization of university resources and faculty expertise. In addition, 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 8-year time limit for completing the doctorate is granted only for compelling reasons (serious illness, late change of advisor and dissertation topic, 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 8-year limit has expired.

Guidance Committee Chair:

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 and the full guidance committee, 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. Faculty members on the guidance committee agree 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 eight years prior to the new completion date, and
- c. a plan for recertification of each. All required courses completed more than 8 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.
- d. a format for the comprehensive reexaminations and a date when they are to be taken. University policy requires that all candidates retake and pass all comprehensive examinations in full or reduced form, when an extension is granted.

I agree to all conditions resulting from 2, 3, 4, and 5 above, as specified in the attachments.

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