



**REQUEST TO EXTEND TIME TO COMPLETE
MASTERS/DOCTORAL DEGREE PROGRAM**

Graduate School
209 Hovey Hall
Campus Box 4040
Normal, IL 61790-4040
Telephone: (309) 438-2583
Fax: (309) 438-7912
www.grad.illinoisstate.edu

To be used by masters students whose six year time to degree has expired or by MFA or doctoral students whose eight year time to degree has expired.

Instructions

Student: Complete Part I using the last sheet if necessary. Then forward to your graduate coordinator or thesis/dissertation chair to complete Part II.

Graduate Coordinator and/or the thesis/dissertation chair: Complete Part II and forward the entire form to 4040 Graduate School Office. Note: If readmission to the degree program is also being requested, the extension of time needs to be approved by the Graduate School prior to readmission.



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PART I: STUDENT'S REQUEST

Student's Name: _____ UID #: _____

Address: _____
(Street) _____ (City)

(State) _____ (Zip) ISU Email: _____

Phone Number: _____ - _____ - _____ Admissions Date: _____

Degree Program: _____ Graduate Coordinator: _____

Thesis/Dissertation committee chair (if applicable): _____

- 1. Please give a brief historical account of your progress toward degree completion from your date of admission to the current date.**

- 2. Explain briefly your reason(s) for not completing the program requirements within the allotted time limit of 6 years for a masters, or SSP; 8 years for an MFA or doctoral degree.**

- 3. Have you requested a previous extension? If so, what work was completed during this extension? Briefly explain your reasons for not completing your program requirements during the previous extension.**

- 4. What progress have you made during the past two years toward completion of your degree?**

- 5. Itemize all remaining requirements necessary to complete your degree and propose an explicit timetable for completing them. The timetable must conclude with a proposed graduation date (month and year).**

Extension requested to (semester/year): _____

Student's Signature: _____ Date: _____

Use this page to add additional information to completely answer the questions.

