



**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](http://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 of this form using the last sheet if necessary and forward the entire form to 2202 Evaluations Office. Note: If readmittance to the degree program is also being requested, the extension of time needs to be approved by the Graduate School before readmission to the program.



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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.

