



Extension of Time to Complete a Degree Program Request

POLICY: Extension of time requests are serious and approval by the advisor and department do not guarantee approval by Graduate Studies. Extension of time to complete a degree or certificate are rarely granted and only considered if there are clearly extenuating circumstances. Typically "life" events (employment changes, responsibilities, or promotions, marriage and births) do not count as extenuating circumstances. Students must demonstrate the following for their requests to be considered by Graduate Studies: compelling extenuating circumstances, current knowledge in the subject matter they wish to extend, and steady progress toward the certificate or degree. Students that have not been enrolled at CMU for more than two years are not making steady progress. Transfer credit is not eligible for extension consideration. Extension requests are limited to a one time request of twelve to eighteen months. Extension requests are limited to a one time request of twelve to eighteen months total and for up to 9 graduate credit hours. If an extension is granted, a second extension is highly unlikely and students should plan accordingly.

Type or Print Clearly

Student: _____ Requested Graduation Date: _____
Last First Middle Former

Contact Information: _____ Student ID#: _____
Email Phone Number

Degree Title and Curriculum (check the Graduate Bulletin): _____

Number of graduate credit hours earned on degree program to date: _____ Cumulative Graduate GPA: _____ Date of First Graduate Coursework: _____
Semester/Year

List courses still to be completed (e.g. EDU 675): _____

Extensions of time request forms are not reviewed without the following information:

- In the table below list all coursework that needs to be included on your degree program that will be beyond the time allotted for your degree program including all course work that will expire by your requested graduation date. Remember course credits transferred from another institution cannot be extended. **ALL courses requiring an extension must be listed on the form. Use multiple forms if necessary and each form must be signed.**
- Attach:** a) A statement outlining explicit reasons why the outdated courses are still a viable part of your graduate program and how you have kept up-to-date with the current content of each course; b) A description of the "extenuating circumstances" which justify the extension. Typically, "life" events (employment changes/promotions and responsibilities/marriage, and births) are not extenuating; c) A copy of the student's Authorization of Degree Program – Graduate or Doctoral form

Dept. & Course #	Course Title	Date Earned	Credit Hours

SCAN the items below as a single PDF ONLY and email to egsforms@cmich.edu. Hard copies are not accepted.

The Extension of Time Request Form is not approved until ALL signatures have been obtained and ALL have indicated their approval.

Approve Deny

Advisor: _____
Signature Print Name Date

Department: _____
Signature Print Name Date

Research & Graduate Studies: _____
Signature Print Name Date