

Process: Extension of Time Requests

Campus: ALL

Level: Graduate/Doctoral

Revision Date: May 16, 2017

Background:

The intent of this document is to outline the steps for routing and processing Extension of Time Requests. It also identifies who will need to communicate with the student.

Criteria that needs to be met:

1. Graduate student needs to complete *Extension of Time Request*.
2. Graduate student needs to submit supporting rationale and supporting documentation with *Extension of Time Request*.

Process Steps:

- A. Student
 - a. Student completes top portion of the form.
 - b. Submits completed form, supporting rationale, and documentation that demonstrates how courses are still viable, relevant, as well as how they stayed current with content. Student also submits his Authorization of Degree Program Form.
 - c. Student submits form and paperwork to advisor.
- B. Advisor
 - a. Advisor reviews
 - i. If DENIED, Advisor should communicate decision to student and send denied form to cgsimagenow@cmich.edu to have denied form stored in student's imaged record.
 - ii. If APPROVED, Advisor should sign form, and forward to department.
- C. Department
 - a. Department reviews
 - i. If DENIED, Department should communicate decision to student and send denied form to cgsimagenow@cmich.edu to have denied form stored in student's imaged record.
 - ii. If APPROVED, Department should sign form, and forward to cgsforms@cmich.edu.
- D. Research & Graduate Studies
 - a. ORGS reviews
 - i. If DENIED, ORGS will communicate denial decision to student and department. Documentation will be stored in student's imaged record.
 - ii. If APPROVED, ORGS will communicate denial decision to student and department. Documentation will be stored in student's imaged record.