

### **Degree Extension Requests (Master's and Ph.D)**

For a degree extension, the first step is for the student to meet with the chair of his or her graduate advisory committee to agree on a plan for completion that meets the students needs and that garners the approval of the faculty on the committee.

After this meeting has occurred, we would like to see the following:

1. A letter from the student that includes their PID, requesting the extension. The letter should clarify the reason(s) for the extension and propose a request for a new degree completion date.
2. An endorsement from the Chair of the student's graduate advisory committee, affirming the viability of the plan proposed by the student. Please include any other relevant details or explanations that may be helpful such as changes in the makeup of the committee, etc.
3. An endorsement from the Graduate Program Director, expressing confidence in the proposed plan.

The latter two items can come in the form of an email from the Program Director, with the Advisor copied and the student letter attached.