

**Case Western Reserve University
School of Graduate Studies**

PETITION FOR AN EXTENSION

Name:		ID Number:	
Address:	_____	E-Mail:	
		Phone:	

Academic Policy on Time Limitation

Master's students have five years from the time of matriculation to complete their degree. Ph.D. students have five years from the first semester of dissertation research registration (course 701 or 753 for D.M.A. students). An extension may be granted if the student and the adviser devise a plan of action to complete the degree within a specified time frame. The minimum acceptable registration during this extended period for each semester until graduation is three credit hours.

I am requesting an extension through _____
 Please state the semester through which the extension is requested (for example, Fall 2005).

In the space below, please provide an explanation to support the reason for the extension. Please include the status of your studies, a detailed plan of action and timetable towards degree completion.

Student: _____ Date: _____

Faculty Adviser: _____ Date: _____

Department Chair: _____ Date: _____

Dean of College: _____ Date: _____

Dean of Graduate Studies: _____ Date: _____