

College of Liberal Arts and Sciences

Request for Time Extension to Complete the Master's Degree

Student _____ Banner ID _____

Degree Program _____ E-mail _____

Policy on Time Limitations and Revalidation of Over-Age Credits

"Students have a six-year time limit to complete all requirements for the master's degree [as indicated on the student's Plan of Work]. . . . The individual college or school reserves the right of revalidation of over-age credits which are between six and ten years old and which represent courses completed at Wayne State University. Such authority rests with the Graduate Officer of the college or school. Students are not permitted to revalidate credits earned at other institutions. In revalidation cases the adviser and the student must set a terminal date for completion of all degree requirements, including such additional requirements as may be prescribed to revalidate the over-age credits. Time extensions beyond these conditions are authorized only for conditions clearly beyond the student's control." (*Graduate Bulletin*, <http://www.bulletins.wayne.edu/gbk-output/gbk-index.html>)

1. Request for Time Extension until _____ (month/day/year)

2. The Graduate Director must attach a statement that:

- **Explains why an extension of the time allowed for completing the degree is justified.**
- **Requests revalidation of over-age credits:** Over-age credits must be revalidated. If there are over-age credits on the Plan of Work, the request must (a) explain how the student has kept abreast of current knowledge in the discipline during the period since the expiration of the last time limit; and (2) attest that the disciplinary content (theories, methods, research findings, etc.) covered in the over-age courses at the time the student took them is still valid.
- **Describes the plan to complete degree requirements during extension:** Indicate specifically and in detail how the student will complete all remaining degree requirements before the new terminal date. If over-age courses cannot be revalidated, the Graduate Director must indicate what the student is required to do in order to revalidate the credits and his/her knowledge in the field.

Signature of Graduate Director and Date