WINSTON-SALEM
STATE UNIVERSITY

Application for Extension of Time

Instructions: Student must complete this form and secure all approvals **before the end of their sixth year of study.** It is recommended that the completed form, along with all supporting documentation, be submitted to the Graduate Program Coordinator **at least 60 days prior to the deadline for approval**. This Request Form must be accompanied by:

1. One (1) unofficial transcript
2. One (1) copy of the Plan of Study
3. For international students, a letter of support from the Office of International Programs

I, _____   _____
          Student's Name   Student ID

hereby request an extension of time through _____ 20_____

To complete the requirements for the _____ degree with a major in _____

My justification is as follows:

_____
_____
_____
_____
_____

The following courses are outside the matriculation limit and will need to be revalidated:

Course ID Number	Course Title	Credit Hours	Semester and Year Completed	Date

_____   _____
       Student Signature   Date

(For use by the Department or Program)

The Graduate Program Coordinator has reviewed this request and   Approval   Denial
(check one)

To revalidate course work which has exceeded the matriculation limit, the Graduate Program Coordinator recommends the following (see page two for revalidation options):

_____

_____

_____

_____
Graduate Program Coordinator   Date

_____
Department Chair   Date

_____
Dean   Date

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(For use by the Graduate Office)

☐   Extension <u>denied:</u>

         _____

         _____

☐   Extension <u>approved</u> through: _____ 20 _____

         _____

         _____

_____
Associate Provost   Date

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REVALIDATION OF CREDIT

To ensure that a student's knowledge base is current at the time the degree is awarded all credit which exceeds the matriculation limit must be revalidated. The matriculation limit for master's degrees is as follows:

> The time limit for the use of credit toward the master's degree is six years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.

When a student requests an extension of time, the graduate program coordinator should review the program of study, identify course work which exceeds the matriculation limit, and make a recommendation for revalidation of expired course work through one or more of the following options:

Option 1:   Examination: The Department/ Program may elect to examine the student (orally or in writing) and report the results to the Associate Provost.

Option 2:   Independent Study: The Department/ Program may elect to design an independent study if no course exists by which the student may update course content.

Option 3:   The student may repeat expired course work.

Option 4:   Additional Hours: The Department/ Program may assign additional hours of course work to ensure currency of knowledge in rapidly changing content areas.