



WILLIAM & MARY

College of Arts & Sciences

Extension Request Form

Use this form to initiate a request for an extension to your time-to-degree clock. Extension requests are considered only if a student is in good academic standing at William & Mary and has no outstanding fees, etc. A student in good academic standing may request an extension of the degree time limit when extenuating circumstances warrant.

Meet with your advisor and the graduate director for your degree program to work out a plan for completing your degree requirements during the term of your extension. This plan must include concrete deliverables aligned with a feasible set of deadlines. This form asks you to outline this plan and target dates, as well as offer rationale for the extension request.

If your advisor and the director of graduate studies for your program both support your request following this meeting, they must each submit a letter documenting your progress to date as evidence that you are in good academic standing. They also must indicate whether they support your request for an extension and whether they support and approve of your plan for completing your degree requirements.

The length of the extension is set in consultation with your Director of Graduate Studies, the Vice Dean for Research and Graduate Studies, and members of the Committee on Graduate Studies (COGS), which must approve the request. Extensions are granted for no more than a one-year period. The expiration date will conform with the deadline for satisfying all last degree requirements for graduating in a specific term.

Instructions

Student: Submit the completed form to the Director of Graduate Studies for your program.

Signatures required before returning the form to the program DGS:

- Student.

Director of Graduate Studies: Append your letter of support and a letter of support from the student's advisor. Return form by email to the Office of Graduate Studies (dean-gsr@wm.edu).

Deadline: In adequate time to secure approval prior to the expiration of the student's current time-to-degree clock. Note that COGS does not meet during summer or winter breaks.



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OFFICE OF GRADUATE STUDIES
Ewell Hall (Suite 256), 221 Jamestown Road
757-221-1966 | dean-gsr@wm.edu

Extension Request

Student's Name: _____

Banner ID #: _____

Dept/Program: _____

Degree: M.A. M.S. M.P.P. Ph.D.

This request is for my:

1st Extension 2nd Extension Other (describe): _____

Rationale/explanation for extension request (refer to previous extension request, if relevant):

Description of plan to finish degree requirements by the requested end date of the extension; include concrete deliverables paired with feasible target deadlines:

Student Signature

Date

Extension Request (cont.)

To be completed by the Director of Graduate Studies:

Please attach the following documents:

- Supporting letter from the student's advisor. This letter must comment on the current state of the student's thesis or dissertation and the feasibility of the plan outlined in the student's extension request for completion of the degree program. Please make clear the expected term of graduation if the extension request were to be approved.
- Your supporting letter as Director of Graduate Studies. This letter must also comment on the current state of the student's thesis or dissertation and the feasibility of the plan for completion of the degree program.

Then email this form with supporting letters to the Office of Graduate Studies and Research.

Date received by OGS: _____		
COGS Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Decision Date: _____
Extension granted to this date: _____		
Vice Dean for Research and Graduate Studies Signature	Date _____	

Revised 08-08-2025