

WAYNE STATE
UNIVERSITY
COLLEGE OF EDUCATION

Ph.D. Time Extension Documentation Checklist

It is the practice of the College of Education to entertain time extensions after the Qualifying Examinations have been passed. Students must request a time extension in writing and include the following documentation:

- 1) A letter from the student to the advisor requesting a time extension (including the proposed date of completion) and the reason why the program was not completed in the time allowed.
- 2) A current Annual Progress Report (Doctoral Student Annual Progress Report form).
- 3) A timeline for completion (Request for Time Extension to Complete Doctoral Requirements form).
- 4) A memorandum of support from the Advisor.

All of the above documentation is sent to Academic Services, Room 489, for review.

Note: Students who have not completed the Ph.D. requirements within ten years of their application date are required to re-take the Final Qualifying Examination and may need to complete additional coursework to prepare for the examination.

If ten or more years have elapsed since the application date, the Graduate School requires evidence that the student has remained current in his or her field: Evidence of currency might involve working in the field, attending professional conferences, presenting or publishing papers, re-certifying over-aged coursework, or retaking qualifying exams. For students in this situation, the advisor should clearly state in the memorandum of support the evidence used to meet currency in the field.