

COLLEGE OF WILLIAM AND MARY
SCHOOL OF MARINE SCIENCE / VIRGINIA INSTITUTE OF MARINE SCIENCE

APPLICATION FOR EXTENSION OF TIME LIMIT FOR DEGREE PROGRAM

The faculty of the School of Marine Science established the following time limits for completing degree programs:

36 months	Master's candidate
48 months	Ph.D. candidate (entered with SMS/VIMS master's degree)
60 months	Ph.D. candidate (entered with an outside master's degree)
72 months	Ph.D. candidate (entered with bachelor's degree and approved to bypass master's degree)

A student who fails to meet their graduation milestone must apply for an extension. If the extension is recommended and approved, the student must complete all degree program requirements within one year (M.S.) or two years (Ph.D.); availability of assistantship funding is not guaranteed.

LAST NAME:		FIRST NAME:		M.I.	DATE OF SMS ENTRY (TERM/YEAR):	BANNER ID:
CURRENT TIME EXTENSION REQUEST:		CURRENT EXTENSION REQUESTED THROUGH:		NO. EXTENSIONS GRANTED PREVIOUSLY:		
DEGREE PROGRAM:	DEPARTMENT:		STUDENT SIGNATURE:		DATE:	

Please attach to this application and combine into one PDF file prior to submission:

1. An explanation of the necessity for an extension (by the student)
2. A supporting letter from your Major Advisor
3. A proposed timeline for completing degree requirements (approved and signed by your Major Advisor) – See Page #2

ADVISORY COMMITTEE RECOMMENDATION

The Committee's recommendation should be based on it's assessment that the student's program has been continuous and/or satisfactory and consonant with the proposed schedule for completion of the degree. The advisory committee:

- Yes, recommends the extension as requested.
- No, but recommends the following: _____

ADVISORY COMMITTEE APPROVAL (SIGNATURES OF ALL ADVISORY COMMITTEE MEMBERS REQUIRED)		
MAJOR ADVISOR NAME	SIGNATURE	DATE
CO-MAJOR ADVISOR NAME (IF APPLICABLE)	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
ASSISTANTSHIP P.I. NAME (IF OTHER THAN MAJOR ADVISOR)	SIGNATURE	DATE

NEXT STEP: PLEASE RETURN THIS FORM TO THE VIMS/SMS REGISTRAR, WATERMEN'S HALL 253 OR SUBMIT ELECTRONICALLY TO REGISTRAR@VIMS.EDU FOR ACTION AT THE NEXT SCHEDULED AS&DC MEETING.

ACADEMIC STATUS AND DEGREES COMMITTEE RECOMMENDATION

- Yes, recommends the extension as requested. No, but recommends the following: _____

AS&DC APPROVAL:		
CHAIRPERSON, AS&DC	SIGNATURE	DATE
ASSOCIATE DEAN OF ACADEMIC STUDIES ACTION: <input type="radio"/> APPROVED AS RECOMMENDED <input type="radio"/> DENIED		
ASSOCIATE DEAN OF ACADEMIC STUDIES	SIGNATURE	DATE

OFFICE USE ONLY:
FORM RECEIVED: _____ PROCESSED BY: _____ DATE: _____ MILESTONES BANNER NOTIFIED STUDENT

APPLICATION FOR DEGREE PROGRAM TIME EXTENSION

LAST NAME:	FIRST NAME:	M.I.	BANNER ID:	DATE OF PROGRESS REPORT:
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Proposed Timeline for Completing Degree Requirements

DATE OR DATE RANGE	COMMENTS

APPROVALS		
MAJOR ADVISOR NAME	SIGNATURE	DATE
CO-MAJOR ADVISOR NAME (IF APPLICABLE)	SIGNATURE	DATE