

**University of Kansas**  
**College of Liberal Arts and Sciences**  
**Graduate Degree Completion Agreement**

**INSTRUCTIONS**

***PLEASE NOTE:*** *If you choose to cut and paste text into this form, please make sure it is set at a font size of 10 or less. Larger fonts will not fit properly into the spaces provided. If you need more space for any response, you may attach additional pages to this form.*

**Purpose**

This Agreement is intended to support good mentoring practice for students whose time to degree has exceeded University limitations. It should be viewed as an agreement among the student, the department, and the College of Liberal Arts and Sciences.

The Graduate Degree Completion Agreement accompanies Time Limit Extension petitions, but it is distinct in its purpose. It must:

- Be discussed and agreed upon by both the student and advisor, and then endorsed by the Director of Graduate Study;
- Clearly and realistically outline expectations and consequences, taking into account past progress, the work that remains, and extenuating circumstances that might impact progress.

**Review and Approval Process**

1. The Agreement must be submitted with all petitions for a Time Limit Extension that do not already have an Agreement in place. This Agreement replaces previous documentation requirements (student letter, advisor letter, and director of graduate study's endorsement).

2. The faculty sub-committee of the Committee on Graduate Studies will review the Agreement. Changes may be recommended. Their review will weigh the following:

- The proposed completion deadline is realistic given the work to date and what remains
- The timeline for tasks to be completed is detailed and reasonable
- The plan for departmental feedback is sufficient to avoid undue delays to student progress
- The department has provided adequate explanation for any extenuating circumstances that may have hindered progress to degree or are expected to do so in the future
- The consequences for a student's failure to defend by the expected completion date are appropriate

3. If the timeline outlined in this plan exceeds one year, subsequent petitions for a time limit extension must still be filed each year. However, these subsequent petitions must only include the following: 1) a note in the comments field of the PTD indicating that a Completion Agreement is already in place, and 2) verification from each party to the agreement (PDF copies of emails or brief statement signed by all parties) that the terms of the Agreement are being adhered to and the student is on track to complete by the deadline. Once these are provided, review will be fast tracked and departments and students can expect approval of the extension request.

4. Any adjustments to the timeline for tasks should be made in consultation with the student and advisor (or other designated departmental faculty member). As long as these do not impact the expected completion date, it is not necessary to notify the College (COGA).

5. An in-person meeting of the advisor and director of graduate study (and/or other designated departmental faculty members) with the CGS sub-committee is required under the following circumstances:

- The department submits a subsequent Time Limit Extension petition on behalf of the student requesting a modification of the expected completion date previously approved by the CGS, due to the student's failure to make progress as outlined in the Agreement.
- The student has not defended by the date indicated in the Agreement and the department wishes to modify the consequences as established and approved by CGS in the original Agreement.

The division's associate dean will attend these meetings when feasible.

6. In the event an in-person meeting with the CGS sub-committee is scheduled, the student may request a separate meeting with the CGS sub-committee or may submit a letter to the committee to advise its members of any extenuating circumstances that might be relevant to the committee's decision.

Please complete this form in its entirety. It must accompany all Time Limit Extension petitions not already governed by an Agreement.

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1. Student Name \_\_\_\_\_

2. Department \_\_\_\_\_

3. Advisor Name \_\_\_\_\_

**4. Please check which Time Limit rule applies to this student:**

- This student is completing a master's degree and has a total of 7 years to complete. His/her time limit will expire at the end of: **(Semester Year)** \_\_\_\_\_.
- This student graduated with a master's degree from KU and has a total of 10 years to complete both degrees. His/her time limit will expire at the end of: **(Semester Year)** \_\_\_\_\_.
- This student is completing the PhD only at KU and has a total of 8 years to complete. His/her time limit will expire at the end of: **(Semester Year)** \_\_\_\_\_.

**5. The student is requesting an extension to this time limit and is expected to complete and defend the thesis/dissertation prior to the graduation deadline in: (Semester Year)**

**PLEASE NOTE:** Time Limit Extensions may only be granted for a single academic year at a time. However, for the purposes of this Agreement, the advisor and student must be realistic about the actual time required to complete the thesis/dissertation (e.g., two semesters, three calendar years). Feasibility of the timeline will be a key criterion for the review committee. Students or departments will not be penalized for proposing a completion timeline longer than one year if this is deemed necessary and acceptable by the department.

**6. Failure to defend by the expected completion date will result in the following:**

**PLEASE NOTE:** The consequences for a student's failure to complete by the date indicated above should be clearly outlined. They may include a one-semester probation followed by dismissal, immediate dismissal, or other penalties of sufficient weight to compel completion. The department reserves the right to recommend probation or dismissal at any time if it determines that the student is not adhering to the terms of this Agreement, or is otherwise failing to make good academic progress.

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**7. Current Status of Thesis/Dissertation Work:** Please outline in detail the research, writing, or other thesis/dissertation work that has been completed to date and the work that remains.

Work Completed	Work Remaining

**8. Extenuating Circumstances:** To aid the committee in their review, please explain any factors that have impacted the progress to date (e.g., fulltime employment, illness, changes in research plan or advisor, etc.).

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**9. Completion Timeline:** Referring to the Work Remaining section under #7 above, please provide a list of tasks required to complete your degree and their corresponding deadlines. These steps may include the various stages of research, drafts, revisions, exam/defense, and final submission of all required documentation.

Tasks to be completed by the student	Due Date

**10. Feedback Process:** Please explain who will provide feedback to the student and with what frequency. If a committee will provide feedback and review of student progress, please explain this process.

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**11. Additional Information:** This space may be used to provide the sub-committee with additional information the department and/or student view as important to the execution of this Agreement.

**12. Impact on Departmental Median Time to Degree (Doctoral Students Only):** This extension will impact the department's median time to degree for doctoral students, which according to the most recent Doctoral Program Profile is: \_\_\_\_\_

**By signing below, all parties acknowledge that they understand and agree to the processes outlined on the Instructions page and agree to adhere to the expectations outlined in this Completion Agreement.**

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Graduate Study Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_