Introduction

In rare cases, a student needs extra time beyond the end of a semester to complete the required edits to their thesis/dissertation after a defense. Or that a defense needs to be delayed beyond the end of the semester to complete a last analysis that emerged during the writing as a needed part of thesis/dissertation.

A 1-cr extension provides students and faculty an opportunity to make those quality improvements without registering for the normal 3cr for the full semester. The 1cr extension is proposed to be 5-weeks period after the end of semester, this is approximately 1/3 of the length of a full semester to match the ratio of credits, 1cr to 3cr. In this proposal, the length of time for the 1cr extension is the same for all three semesters, after Fall, after Spring, and after Summer.

We propose that the tuition rate stays the same as the previous semester (i.e. in-state if the student was on an assistantship the previous semester).

The decision to utilize the 1cr extension should be jointly made by the student and faculty on their committee. There are three 1cr-extension periods, after Fall, after Spring, and after summer. For many faculty, after the Spring semester is a period when they are not on contract, so 1cr extensions must be a joint decision and should be rare.

This proposal also makes it possible for graduate students to register for in-absentia graduation, i.e. the same opportunity as undergraduate students have. In-absentia graduation is for students completing “incomplete” grades (I grades) or completing coursework requirements by registering at another university in the final semester (with the intention of transferring the course to meet MSU degree requirements).

Proposed policy

**5.6.2 One-credit Extension**

A One-credit Extension allows students additional time past the intended term of graduation to complete degree requirements. The one-credit extension deadline for defenses is approximately 4 weeks from the last day of the previous term and the deadline for thesis/dissertation formatting is approximately 5 weeks from the last day of the previous term. Exact deadlines for the term are posted on the Graduate School website. Appropriate reasons to utilize the One-credit Extension are as follows:

* To satisfactorily complete recommended corrections to the thesis/dissertation and submit all required copies in final format to The Graduate School past the published deadline for the intended term.
* To defend the student’s thesis/dissertation past the published deadline for the intended term of graduation.
* For master’s students in their final semester to a complete a comprehensive exam past the published deadline for the intended term of graduation.

To use the One-credit Extension, the student must do the following:

* Obtain agreement from your committee chair and graduate committee on the 1-cr extension, including any defense date (if applicable).
* [Withdraw their Graduation Application](https://www.montana.edu/gradschool/withdraw_app.html) for the original term of graduation on The Graduate School website by the end of the current term (if applicable);
* Submit a new [Graduation Application](https://www.montana.edu/gradschool/forms.html) for the following term indicating you are using the One-credit Extension by the end of the current term; and
* Register for one (1) credit the following term.*To register for the one (1) credit, you may be able to do this yourself or contact your department admin or committee chair to register you for the appropriate credit/course.*

The tuition rate will remain the same as the prior semester, e.g., if the student was on an assistantship the prior semester, then they will be charged the in-state tuition rate for the 1-cr extension.

The degree will not be conferred until the end of the term in which the student is registered for the final one (1) credit.  If all degree requirements are not met by 5:00 p.m. on the published deadline, the student will be required to register for an additional two (2) credits to meet the minimum of three (3) credits and to complete graduation requirements.

**In Absentia Graduation**

Graduate students who are completing their degree may apply for in absentia graduation in the following situations:

* To complete “incomplete” grades (I grades) received for a course, when all other degree requirements are complete
* To complete their coursework requirements by registering at another university in the final semester (with the intention of transferring the course to meet MSU degree requirements)

In absentia graduation cannot be used to:

* Complete a comprehensive exam or thesis/dissertation defense
* Complete edits or revisions to the thesis/dissertation
* Receive formatting approval from The Graduate School

To use in absentia graduation, a student must:

* File an in absentia form with The Office of the Registrar
* Withdraw their current graduation application if applicable
* Submit a graduation application to The Graduate School by the graduation application deadline

If all the degree requirements are met, the degree will be conferred at the end of the in absentia semester.

Current policy

**5.6.2 One-credit Extension**

A One-credit Extension allows students additional time past the intended term of graduation up to the first day of the following term or by the posted deadline for summer one-credit extensions.  Appropriate reasons to utilize the One-credit Extension are as follows:

* To satisfactorily complete all coursework (including “I” grade make-ups).
* To complete a comprehensive exam or defend thesis/dissertation past the published deadline for the intended term.
* To satisfactorily complete all of the recommended corrections to the thesis/dissertation and submit all required copies in final format to The Graduate School past the published deadline for the intended term.
* Approval of the thesis/dissertation by the Graduate Dean.
* Successful completion of all other degree requirements as determined by the department and The Graduate School, including submission of all documentation required for graduation.

To use the One-credit Extension, the student must do the following:

* [Withdraw their Graduation Application](https://www.montana.edu/gradschool/withdraw_app.html) for the original term of graduation on The Graduate School website by the end of the current term (if applicable);
* Submit a new [Graduation Application](https://www.montana.edu/gradschool/forms.html) for the following term indicating you are using the One-credit Extension by the end of the current term; and
* Register for one (1) credit the following term. *To register for the one (1) credit, you may be able to do this yourself or contact your department admin or committee chair to register you for the appropriate credit/course.*

The degree will not be conferred until the end of the following term.  If all degree requirements are not met by 5:00 p.m. on the published deadline, the student will be required to register for an additional two (2) credits to meet the minimum of three (3) credits and to complete graduation requirements.