Request for an Extension to Thesis/Dissertation Deadline

Requests submitted directly by students are not accepted.

Your major advisor must write a memo to the Interim Dean of the Graduate School, Dr. Lawrence Duffy, through their Department Chair and Dean, requesting the extension on your behalf and outlining the circumstances behind the necessity of the request. Requests directly from students are not accepted.

Requests for extension must be made no later than:

- Fall: November 26
- Spring: March 31
- Summer: July 24

Your Department Chair and Dean must sign the memo showing that they have acknowledged this request for an extension and they will be available to review your thesis/dissertation in a timely manner so that you can meet the extension deadline.

No extensions will be granted for any time after: December 10th for Fall, April 16th for Spring, August 7th for Summer as this does not leave enough time for the Graduate School staff to review your thesis/dissertation, time for you to make any necessary corrections, and clear you to graduate by the deadline imposed by the Registrar’s Office.

If an extension is granted and you do not make the deadline, you will be required to register (and pay) for three graduate credits the semester you do submit your thesis/dissertation to the Graduate School.

Extensions are made on a first come/first served basis and not all extensions will be approved.