

Use this form to:

- Request a time extension to complete the thesis.
- Obtain the committee chair and dean approvals.

Instructions:

Complete sections **A, B**, attach your unofficial transcript, and obtain required approvals, then submit it to the Office of the Registrar for further processing. For more information, please review the [Program Guide](#) on the Registrar's website.

Section A: Student information

Student Name _____ KAUST ID _____
 Program _____ (e.g. AMCS) Degree/ _____ (e.g. MS-Thesis) Semester _____ Year _____
 Student's signature _____ Date _____ (DD-MMM-YYYY)

I have generated my unofficial transcript via Portal and attached it with this form for further review of my request.

Section B: Request details

Number of Extension Requests _____ First Extension Second Extension
 Degree start date _____ (DD-MMM-YYYY) Anticipated completion date _____ (DD-MMM-YYYY)
 Please provide justification for the extension request and state the timeline and remaining scope of the work.
 MS thesis/PhD students should include dates for thesis/dissertation writing and defense:
 Anticipated dates for Defense _____ Submission of Final Draft _____ (DD-MMM-YYYY)

Section C: Official use

| | Approved | Signature | Date |
|--|--|-----------|-------|
| Academic Advisor _____ | Yes <input type="radio"/> No <input type="radio"/> | _____ | _____ |
| Graduate Program Coordinator _____ | | _____ | _____ |
| Dean (or designee) _____ | Yes <input type="radio"/> No <input type="radio"/> | _____ | _____ |
| Dean of Graduate Affairs (2nd extension) _____ | Yes <input type="radio"/> No <input type="radio"/> | _____ | _____ |
| Registrar's Office _____ | Processed/Received | _____ | _____ |