

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/ _____ Extension 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	_____	_____