

**Use this form to:**

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

**Instructions:**

Complete sections **A, B**, 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**

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Student Name \_\_\_\_\_ KAUST ID \_\_\_\_\_  
 Program \_\_\_\_\_ (e.g. AMCS) Degree/ \_\_\_\_\_ (e.g. M.Sc./Ph.D.) Semester \_\_\_\_\_ Year \_\_\_\_\_  
 Student's signature \_\_\_\_\_ Date \_\_\_\_\_ (DD-MMM-YYYY)

**Section B: Request details**

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Number of Extension Requests \_\_\_\_\_ First Extension  Second Extension

Please provide justification for the extension request and state the timeline and remaining scope of the work, including thesis writing and defense.

Anticipated dates for: Thesis Defense \_\_\_\_\_ Submission of Final Thesis Draft \_\_\_\_\_ (DD-MMM-YYYY)

**Section C: Official use**

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	Yes <input type="radio"/>	No <input type="radio"/>	Signature _____	Date _____
Academic Advisor _____				
Graduate Program Coordinator _____				
Dean (or designee) _____				
Dean of Graduate Affairs (2nd extension) _____				