



Graduate School of Arts and Sciences

Petition for Extension of Time to Complete Degree Requirements

The Extension of Time requires review and approval by the Graduate School of Arts and Sciences (GSAS) Executive Committee. Petitions must be submitted by the following deadlines: August 1 for Fall, December 1 for Spring, and April 15 for Summer. International students should contact the Tufts International Center with visa extension requests.

Last name: _____ First name: _____

Student ID #: _____ Matriculation Term: _____

Address: _____

Check if change of address

Email: _____

Degree Program (Master's or Doctorate): _____

Department: _____

Academic Advisor: _____

Extension of Time

Have you previously requested an extension of time? Yes No

If yes, please 1) indicate dates below of prior extension and 2) attach explanation for not completing prior extension work:

From: _____ To: _____

Extension requested for: One semester - e.g. extension through Spring 2020 with expected graduation in August 2020
Two (consecutive) semesters - e.g. extension through Fall 2020 with expected graduation in February 2021

Please complete the following as succinctly as possible.

1. If applicable, indicate the date when each of the following requirements have been or will be completed:

a. Coursework _____

b. Preliminary exam; preliminary review _____

c. Qualifying exams or papers; qualifying review _____

d. Language exam(s) _____

e. Dissertation/thesis prospectus or proposal meeting _____

2. Is your dissertation/thesis research completed? Yes No

If not completed, describe, in an attachment, your progress and timeline for completion of research.

Petition for Extension of Time to Complete Degree Requirements (continued)

3. Describe in an attachment the current progress on your dissertation/thesis proposal, the timeline for completion, and how much has been reviewed by your advisor. Please be specific as to chapter titles and brief content.
4. Give the date that the final draft of your dissertation/thesis was or will be submitted to your committee:

5. Give the date for defense of your dissertation/thesis: _____

For Academic Advisor to complete:

The advisor should attach:

Comments on the quality and current status of the remaining requirements, including topics selected for projects, preliminary and qualifying review materials, dissertation/thesis proposal, and dissertation/thesis writing, and practicality of students proposed timetable for completion of remaining requirements. If student is applying for reinstatement in addition to extension of time, the above comments may be combined into the letter supporting reinstatement.

The academic advisor must recommend the extension of time in order for it to be considered for approval by the GSAS Executive Committee. Endorsement indicates that the student is (a) making sufficient progress toward degree completion; and (b) if granted an extension for the requested amount of time, the student is likely to complete all degree requirements within that period.

I endorse this extension of time.

I do not endorse this extension of time.

Signatures

Signature of Student: _____

Academic Advisor's recommendation and signature: _____

Graduate Director's recommendation and signature: _____

Department Chair's recommendation and signature: _____

Submit form to:

Office of the Dean, Graduate School of Arts and Sciences, Ballou Hall 1st Floor, Medford MA 02155

For Graduate School Use Only:

Date received _____

Date Reviewed by Executive Committee _____

Approved Not Approved

Dean's Signature _____

Date _____