

Submit this completed signature form online via email to the librarian in charge of dissertation review and on ProQuest ETD as a supplemental file. If your extension request is approved, be sure to leave a "note to the administrator" on ProQuest ETD as a reminder. The signature of your Committee Chair and Program Director is required.

**Note:** Submission extensions are typically granted for up to two weeks past the posted deadline. If more time is needed, please use the online form to explain why.

No extension has been granted until you receive a response.

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Student name (Last, First):

Student ID Number:

Graduate program:

I hereby request an extension of the deadline to submit my dissertation or thesis and completion forms to the University Library. I understand that extensions are granted only under the circumstances listed below. If my reason is not included in the approved list, I understand that I must provide additional justification. All requests will be subject to approval from the Library Director.

I need an extension due to the following (check one):

- Advisor, committee member or Program Director is unavailable
- Illness or other personal emergency
- Defense date is after the posted submission deadline  
Defense date (mm/dd/yyyy):
- Other. Please explain:

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**Doctoral Student:**

**Committee Chair**

**Program Director**

Name:

Name:

Name:

Signature:

Signature:

Signature:

Date:

Date:

Date: