Guidance on Requests for Extension of Status Report Due Dates

Doctoral students and their mentors receive automatic reminders of status report deadlines. Status reports may be submitted at any time within the six-month period covered by each status report. These reports serve as important check-ins with the Thesis Advisory Committee (TAC) allowing assessment of research progress, fulfillment of academic obligations within established timelines, and professional development in accordance with graduate school academic standards. Requests for extension of status reports should be rare and reflect extraordinary and unpredictable circumstances. Students are advised to plan meeting dates well in advance of their status report due dates and provide reminders to their TAC.

Consultation Requirement: Before requesting an extension, students are expected to consult with their program administrator and/or program director. This consultation helps identify potential issues early, provides opportunity for policy guidance, and ensures that extension requests are made only when absolutely necessary and for legitimate reasons.

Criteria for Extensions: Extensions will be granted for legitimate reasons such as illness, unexpected circumstances beyond the student’s control, or other significant extenuating circumstances. Last-minute scheduling difficulties, inadequate planning in advance of due dates or failure to ensure quorum during scheduling (including the presence of reporting member or ex officio, as necessary) will not be considered valid reasons for an extension request or approval.

Limitations: The Graduate School will maintain a record of each student’s extension requests and approvals. Students are allowed a maximum of three approved extensions throughout their tenure as doctoral students at the GSBS. Students will be notified when they have reached the maximum allowed extensions. Any additional requests for an extension beyond the maximum will be denied. Failure to submit the status report by the specified deadlines will result in penalties as outlined in Section 9.4.6 (Late Penalties).

Special Circumstances: Students who believe they have extraordinary circumstances that warrant an exception to this policy may request a fourth extension directly from the Dean.