

(See AMBS policy on thesis extension on reverse side)

Name _____ Student ID _____ Date _____

To: Thesis Supervisor, MA / MDIV Director, and Academic Dean

I request an extension to complete the final draft of my thesis by _____
(Proposed date of completion)

My intended date of defense is the week of _____
(Proposed week of defense)

Reasons for requesting extension:

Signatures:

Student Signature or ID _____ Date _____

Thesis Supervisor _____ Date _____

Second Reader _____ Date _____

MA / MDIV Director _____ Date _____

cc: ___ Thesis Supervisor ___ Faculty Adviser ___ MA / MDIV Director ___ Business office ___ Student

Extension fee: \$ _____ Registration fee: \$ _____ TOTAL: \$ _____

(financial aid does not apply for thesis extensions)

Policy and Procedure: Thesis extensions

1. A thesis defense must be completed by the last day of class in the semester. To schedule a thesis defense after that time, even in May or December after the last day of class, the student must apply for a thesis extension and pay the thesis extension registration fee.
2. A thesis defense may not be scheduled during the summer months. It should be scheduled following the first three weeks of each semester.
3. Thesis extension forms are available at www.ambs.edu/forms. Thesis extensions and projected defense dates must be approved by the first and second readers and the MA / MDIV director.
4. A student must register for thesis work each semester after the thesis petition is approved, including the semester in which the defense is completed. Following approval of the petition, a student registers and pays for 6 hours of thesis credit, normally spread over two semesters. If the thesis is not completed at the end of this time, a student must apply for a thesis extension. If an extension is approved, a student must register each semester for **Thesis: extension** (0 credit hours) and pay a continuation fee the equivalent of 1 credit hour of tuition.
5. Extensions are possible for two years following completion of the initial 6-credit hour thesis registration, if the first reader and MA / MDIV director agree that the student shows significant progress. A third year of thesis extension is possible with the action of the Curriculum Committee upon the recommendation of the first reader and the MA / MDIV director.

Adopted by Curriculum Committee, April 23, 2003