



**REQUEST FOR EXTENSION OF THESIS/DISSERTATION HOLD**

Student Name: \_\_\_\_\_ Student Email \_\_\_\_\_

Name of Faculty Chair: \_\_\_\_\_ Faculty Email \_\_\_\_\_

Student's Date of Graduation (month/year): \_\_\_\_\_

Type of Document:

Type of Hold Currently on Document:

Renewal Period:        1 year                                2 years (for first renewals only)

Provide justification for your request (below) along with the status of any actions already taken to prepare for worldwide release and the anticipated plan/timeline for future actions. Attach additional pages if needed:

Please be very specific in the reason for your request. Give us as much information as you can on the current status of your document. (For example, are you in negotiations with a publisher? What are the terms and conditions of your offers? Are you working on a patent application or disclosure? Has it been submitted?, etc.).

Supporting materials may be submitted along with the request if needed.

A justification or reason for the request must be provided. Each request will be considered on a case-by-case basis.

Either the Student or the Committee Chair must sign this form. In cases where the student or committee chair cannot be reached, the Department Head may sign on behalf of the student or chair.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Date

Please note that requests are only granted for 1 year at a time (up to 2 years for initial renewals). If you need more time, another request must be submitted before the hold expires.

**Please send your request to [thesis@tamu.edu](mailto:thesis@tamu.edu).**