**Request for Extension for Chair/Advisor of Dissertation Committee**

Name:

Empl ID:

Graduate Program:

Emory Email:

# I hereby request that , the current chair of my dissertation committee, be permitted to continue to serve as chair until (date: mm/dd/year), when I anticipate defending my dissertation.

**Student Signature Date**

This request is made by the Director of Graduate Studies/Program Director on behalf of a former Laney Graduate School faculty member who has left Emory or retired, who has already served as Chair/Advisor for one year following the departure, and who wishes to continue to serve as Chair/Advisor for a limited extended period.

In addition to this form, the request must include:

1. The **dissertation committee form** listing committee members and roles of each member.
2. An **attached letter** describing the faculty member’s expertise in the dissertation topic, reason for extension, and end date for extension.

**Program DGS / Director Approval**

Name:

Signature: Date:

***For students in the GDBBS and the GDR:***

**Divisional Director Approval**

Name:

Signature: Date:

***DGS/Program Director: Submit this request (with forms) to Jeffrey Staton, Senior Associate Dean, Laney Graduate School (jeffrey.staton@emory.edu).***

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Dean’s Approval Signature:

Date: