

Petition for Extension of Pre-ABD & ABD Status

The Graduate School at Binghamton University's Academic Guide outlines the following time-to-degree requirements:

- Master's Students: Candidates must complete all requirements for the degree, including a thesis if required, within five years of matriculation in the Graduate School.
- Doctoral Students:
 - Admission to candidacy (ABD status) must occur within five years of admission to the Graduate School.
 - All doctoral degree requirements, including the dissertation, must be completed within five years of admission to candidacy.

If a student is unable to comply with the established policies, the **Program/Graduate Director** may submit this petition (one form per student). If approved, petitions are granted for one semester, but in rare cases, a one-year extension could be considered. The dissertation advisor and the student must jointly complete the **Candidacy/Dissertation Completion Contract** provided on the second page of this form. This petition may be submitted **only once** during the student's degree program. Petitions may be submitted only within **the final 30 days of the semester** in which the student is required to fulfill all candidacy requirements or complete their degree. Please send the completed form to graduate@binghamton.edu (no hard copies, please).

Student Information

Name:	B Number:
Email:	Graduate Program:
First Semester in Program (e.g., fall 2025):	
Graduate/Program Director:	Graduate/Program Director Email:
Dissertation/Thesis Advisor:	Advisor Email:
Graduate Administrator:	Graduate Administrator Email:

Please select your petition:

- Extension to reach candidacy (ABD status)
- Extension to complete all degree requirements

Please note that all thesis and dissertation committees are required to meet at least once each academic year to discuss and evaluate the student's progress toward degree completion.

Last dissertation/thesis committee meeting date:

Advisor Justification for Extension Request

Please provide a detailed explanation for why you believe the student should be granted an extension.

Candidacy/Dissertation Completion Contract

Mandatory Milestone Schedule

To review your petition, the Graduate School requires a mandatory milestone schedule that should be prepared and agreed upon by the advisor and the student. If additional space is needed, you may attach a supplemental document to this form.

Deliverable	Description of Work	Deadline
<i>Example: Draft Chapter 4</i>	<i>Complete results section and data visualizations</i>	<i>[date]</i>
ABD or Dissertation Defense Date	<i>Please indicate the expected date for the completion of all candidacy requirements (ABD) or the dissertation defense</i>	

Acknowledgement of Responsibilities

To facilitate completion, the Advisor/Department agrees to:

- Provide feedback on submitted exam/dissertation materials within [**e.g., 10 business days**]:
- Assist in scheduling committee meetings once materials are approved for review

The student acknowledges that:

- They will not be eligible for a leave of absence during the extension period.

The student also acknowledges that if all candidacy/degree requirements are not successfully completed by [**Hard Deadline Date**]:

- The Department will not support further extensions of the pre-ABD/ABD Status.
- Financial support (if any) will be terminated.
- The student may be administratively withdrawn from the Graduate School.

Student Signature:

Date:

Faculty Advisor Signature:

Date:

Graduate/Program Director Signature:

Date:

The Graduate School Approval

Decision on the Petition: Deny Approve – New Deadline:

The Graduate School Representative:

Date: