

Request to Submit a Late Dissertation or Thesis

Graduate School, The University of Memphis, 201 FedEx Institute

Phone: 901-678-4212 / Fax: 901-678-0378

A student wishing to submit their thesis or dissertation for processing after the submission deadline can request a late review of their work up until two weeks after the published deadline. The student must fill out this form, submit it to the Graduate School for signature then take this form, along with late fee payment, to the Bursar's Office.

To be completed by student:

Student's Last Name First Name Middle Name UID Number

Mailing Address City State Zip Code

Email Address Telephone Number

Academic Department / Major ☐ Thesis ☐ Dissertation

Student Acknowledgement:

I hereby request the late processing of my dissertation or thesis to enable my graduation in the term and year noted below. I understand that I will be assessed a \$500 late fee. The University reserves the right to correct errors in my fee assessment and charges that are discovered subsequent to the processing of this form. I also understand that my dissertation or thesis will be reviewed to support the graduation term noted below only after this request has been reviewed and signed off by the Graduate School.

Term / Year

Student Signature Date

To be completed by The Graduate School:

This request has been ☐ approved OR ☐ denied. Reason:

Graduate School Dean/Designee Name (Please Print) Graduate School Dean/Designee Signature Date

Please deliver this form, along with your payment, to the Bursar's Office, 115 Wilder Tower, Memphis, TN 38152

Bursar's Office			
Detail Code MOT3-\$500	Receipt #:	Date:	Cashier: