



# Request for Program Extension (Prior Regulations)

**For master's, flexible-time PhD, professional doctoral students who started their program prior to September 1, 2011 AND PhD students who started their program prior to September 1, 2010 who are not approved for the new program extension arrangements.**

In exceptional circumstances, a degree candidate who has failed to complete all the requirements for the degree within the period specified in the degree regulations may be considered for a maximum of two one-year extensions provided that the graduate unit concerned so approves. To apply for an extension, the candidate must present to the graduate unit concerned the causes for the delay and evidence that the remaining degree requirements may be completed within the period of the extension request.

Note: You may also consider opting in to the [Program Extension \(Current Regulations\)](#).

**Section 1: To be completed by the student.**

Name:		Student Number:	
Degree:		Department:	
Date of First Registration in Program:		Full-time	Part-time
Length of Program:		Thesis Supervisor:	
Committee Members:			
Thesis Title:			
Indicate whether you are applying for a first or second extension:			
Original Degree Time Limit: (Date)		Extended Time Limit: (Date)	
Student's Signature:			Date:
<b>Include a separate letter indicating a commitment to complete the required work during the requested period of the extension.</b>			

**Section 2: Supervisor Approval (completed by the student's supervisor).**

Background information in support of the extension (attach additional pages, if required):

1. State the reasons for the failure to complete degree requirements to date.
2. Indicate the amount of material submitted and considered acceptable by the supervisor.
3. What portion of this work has been completed within the past 12 months?
4. What was the date of the last meeting of the student's supervisory committee?
5. Estimate the amount of work remaining to be done.

6. Outline a tentative timetable to complete thesis/project/coursework during the proposed extension.

7. Describe the graduate unit's participation in ensuring completion of required work within the proposed extension period.

8. Specify any major commitments the student has undertaken which could affect the tentative timetable for the proposed extension period.

9. Given the answers to questions 6, 7, and 8, is it reasonable to expect the work to be completed within the proposed extension period?  
 Yes          No

10. Give specific reasons why the student's candidacy should not be lapsed.

Program extension recommended to:

December 31, 20\_\_\_\_\_ (for March Graduation)          April 30, 20\_\_\_\_\_ (for Spring Convocation)

August 31, 20\_\_\_\_\_ (for Fall Convocation)

Supervisor: (sign and print name)	Dept:	Date:
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**Return completed form to the Graduate Coordinator together with a letter from the student indicating a commitment to complete the required work during the period of the extension.**

**Section 3: Chair/Director/Graduate Coordinator Approval.**

Program extension approved to:

December 31, 20\_\_\_\_\_ (for March Graduation)          April 30, 20\_\_\_\_\_ (for Spring Convocation)

August 31, 20\_\_\_\_\_ (for Fall Convocation)          Extension Refused \*

<b>*Termination recommended:</b> (Requires SGS review, Graduate Coordinator must provide an explanation on why this decision was made).	Yes
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<b>Non-standard third program extension recommended:</b> (Requires SGS review, include a supporting letter with rationale from the Graduate Coordinator).	Yes
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Home Chair/Coordinator: (sign and print name)	Dept:	Date:
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**Section 4: Vice-Dean, Students, School of Graduate Studies Approval.**

Request for Program Extension:	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:	Date:	