



First time requests for program extensions will be decided by the student's home Department/Program Advisory Committee. Second extension requests will be decided by the Graduate Studies Committee, the decision of which is final. If the extension request is denied at the Department level, the student may appeal to the Graduate Studies Committee, the decision of which is final. The Graduate Studies Committee meets monthly from September – May in each academic year.

More than one extension period may be considered, but the total time for all extensions will not normally exceed **two years**.

A student who has exceeded the maximum program extension period or whose request for program extension has been denied may apply for readmission to the graduate program. If readmitted, the student's entire program will be reviewed, and a revised program and completion timeline will be developed.

DEADLINE: Completed form must be received in the Registrar's Office **two months** prior to the expiration of the program time limit.

PART A: STUDENT INFORMATION *(Student Approval)*

Student Number: _____ First Name: _____ Last Name: _____
Degree: _____ Thesis Course #: _____ Title: _____
Year: _____ Section: _____ Session: _____ Term: _____
Program Start Date: _____ Year: _____ Term: _____
Program End Date: _____ Year: _____ Term: _____
Previous extensions granted: Yes No

Student's Signature: _____ Date: _____

Please append all of the following to this application:

- Details on any previous time extensions (if applicable).
- Reasons/extenuating circumstances for not having completed the degree/thesis requirements within the normal time limit.
- A detailed outline of the work not yet completed (e.g. write chapter 5, complete revisions, defend thesis, etc.) and a clear schedule indicating the end of term by which this work will be completed.
- Letter of support from Thesis Supervisor and or Program Coordinator (for second and subsequent extension only).

PART B: FIRST PROGRAM EXTENSION *(Graduate Program approval)*

A maximum extension of 24 months from the original program time limit may be granted by the Department/Program Advisory Committee and the Dean of the Faculty. The final date of the Program Extension must include the Thesis defense, time for any revisions and submission of the final grade. A letter grade of "F" will be assigned to the Thesis for an expired Program.

Approved: Denied: New Deadline Date: _____ Year: _____ Session: _____ Term: _____

Thesis Supervisor: _____ Date: _____

Chair/Coordinator: _____ Date: _____

Dean, Faculty/School: _____ Date: _____

PART C: SECOND PROGRAM EXTENSION *(Graduate Studies Committee approval)*

A maximum extension of 24 months (inclusive of the First Program Extension period) from the original program time limit may be granted by the Graduate Studies Committee. The final date of the Program Extension must include the Thesis defense, time for any revisions and submission of the final grade. A letter grade of "F" will be assigned to the Thesis for an expired Program.

Approved: Denied: New Deadline Date: _____ Year: _____ Session: _____ Term: _____

GSC Approval Date: _____

Comments/Conditions: