



Students who find themselves unable to complete their graduate programs within the maximum time period specified may submit a request for program extension. More than one request for extension may be submitted, but the total time for all extensions granted will not normally exceed two years.

Requests for program extensions will be decided by the student’s home Department/Program Advisory Committee. If the extension request is denied, the student may appeal to the Student Appeals Committee, the decision of which is final. A student who wishes to request a further program extension beyond the two year maximum extension limit must submit an [Academic Regulations Appeal](#) for special consideration to the Student Appeals Committee.

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:** Normally, requests for extension will be submitted at least two months prior to the expiration of the program time limit.

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**PART A: STUDENT INFORMATION**

Student Number: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Degree: \_\_\_\_\_ Program Type: \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Append the following supporting documentation to this request:

- A letter outlining reasons/extenuating circumstances that led to not meeting the current program time limit.
- A detailed outline of work not yet completed and a clear schedule for completion of all program requirements.

In signing above, the student acknowledges having read and understood the ways in which personal information is collected and used at Brandon University, as described at [Personal Information Collection/Disclosures](#).

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**PART B: PROGRAM DECISION**

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 If the student received a Leave of Absence, please provide the dates of the leave:

Denied New Deadline (end of term indicated) – Year: \_\_\_\_\_ Term: \_\_\_\_\_

Rationale/Comments:

Thesis Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Dean, Faculty/School: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed forms must be submitted to the Registrar’s Office ([registrar@brandonu.ca](mailto:registrar@brandonu.ca)) for processing.**

*This form is available in alternate format upon request.*