MOUNT SAINT VINCENT UNIVERSITY

**Extension to Complete Degree
Request Form
(see Policy on reverse)**

Student Name: _____   Student ID: _____

Address: _____

Telephone #: _____ Email: _____

Degree Program: _____

Requested extension period: _____ to _____
                                 (Date)   (Date)

Have you previously been granted a deferral of admission, leave of absence, or extension during your current academic program? Please select all that apply.

- ❑ Deferral. Date: _____
- ❑ Leave of Absence. Dates: _____ to _____
- ❑ Extension. Date: _____

Reason for extension request: *Please note: Medical reasons should be accompanied by a certificate from a qualified health practitioner confirming that the student requires an extension for medical reasons. Details of medical problems are <u>NOT</u> required.*

_____

_____

_____

_____

Student Signature: _____   Date: _____

Timeline for Completion of Program of Study

Step 1

Courses to be Completed	
Course Number(s) & Title(s)	**Expected Completion Date**
For thesis students:	
Thesis Proposal Presentation Thesis Defence	

_____   _____
Student's Signature   Date

_____   _____
Thesis Supervisor's Signature (if applicable):   Date

The student must submit this completed form to their Graduate Program Coordinator for approval (see Step 2).

Step 2

Graduate Program Co-ordinator Approval

_____   _____
Graduate Program Co-ordinator's Signature   Date

❑   Approved
❑   Not approved

Reason (if declined): _____

Step 3

Director of Graduate Education/Department Chair Approval

Director of Graduate Education/Department Chair Review:

Decision of Director of Graduate Education/Department Chair:
❑   Approved
❑   Not approved

Reason (if declined): _____

Dates of approved extension: From: _____ To: _____

Date: _____

The Registrar's Office will copy the completed form to:
The Student, Thesis Supervisor (if applicable) and the Graduate Program Coordinator (to be placed in the student's file)

Extensions

Students who anticipate that they will be unable to complete program requirements within the five year time period must apply before the end of their fifth year. Prior to consideration of an extension request students must discuss the request with their Thesis Supervisor (if applicable) and the Graduate Program Co-ordinator and establish a timeline for completion of their program of study. This timeline must be included with the request for a program extension. Normally only students completing the thesis requirement will be granted an extension.