



**Office of Graduate Studies
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 NOT 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).

Revised: January 2016

Step 2

Graduate Program Co-ordinator Approval

Graduate Program Co-ordinator's Signature

Date

- Approved
- Not approved

Reason (if declined): _____

Step 3

Office of Graduate Studies Approval

Dean of Graduate Studies Review:

Decision of Dean of Graduate Studies:

- Approved
- Not approved

Reason (if declined): _____

Dates of approved extension: From: _____ To: _____

Signature: _____ Date: _____

The Dean of Graduate Studies will copy the completed forms to:
The Registrar and 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.