

Time Limit Extension Request

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended.

The information will be used to process your time limit extension request.

Extensions of the prescribed time limits for completion of a degree program (beyond **five** years for a master's and **seven** years for a Ph.D.) may be granted for good reason to students whose academic record is otherwise satisfactory and demonstrates substantial progress towards fulfilling program requirements. This form must be completed by the student in consultation with the supervisor and submitted to the Graduate Coordinator of the Department. If the Department supports the request, it must then be referred to the School of Graduate Studies for approval.

Student Name:	Student Number:	Degree Program:
Department:	Student Email:	
Address:	City/Province:	Postal Code:
Date of Initial Registration:	Date Current Registration Ends:	

What is your reason for requesting additional time?

What degree requirements have been completed to date?

Is this your: first _____ second _____ or, subsequent _____ Time Limit Extension request?

Indicate below the term(s) required to complete your degree.

Term(s) Requested
Fall (September 1 – December 31)
Winter (January 1 – April 30)
Spring/Summer (May 1 – August 31)

Note: Requests for a second or subsequent extension must be made using the same form and must be supported by a written explanation from the supervisor giving a detailed assessment of the student's progress and plans for timely completion of the outstanding program requirements.

Timeline for Degree Completion

Indicate below your timeline to degree completion and expected completion date. Attach a separate sheet if required.

Signatures	Date
Student:	
Supervisor:	
Graduate Coordinator or Dept Head:	
Associate Dean, SGS (or delegate)	

SCHOOL OF GRADUATE STUDIES DECISION

You will be contacted by email about the decision. Note: It is your responsibility to review the SGS regulation for a [Time Limit Extension](#). If your request is NOT approved you will be given an explanation.

(If approved) SGS will grant a Time Limit Extension for the following period of time: