



PETITION FOR EXTENSION OF PROGRAM TIME LIMIT

Students who have reached the maximum time allowed for their program, as stipulated by the Senate of the University, must submit this form to their Faculty Graduate Committee/Representative to petition for an extension of their program time limits. *Up to 3 terms extension of these time limits may be approved at the Department level by the Graduate Officer. Further extensions must be approved at the Faculty level by the Associate Dean, Graduate Studies.* ([see Graduate Studies Calendar – Regulations – Enrolment and Time Limits.](#))

If a *Petition for Extension of the Program Time Limit* is not submitted and approved by the close of Registration (**Fall-September 30, Winter-January 30, Spring-May 30**), students will be automatically discontinued from their program. In such cases an academic decision of *Required to Withdraw* will be applied to the student's academic record and reapplication to the program for a future term will be required.

NAME: _____ STUDENT ID. NO.: _____

DEPARTMENT: _____ PROGRAM TERM NO.: _____

SUPERVISOR: _____

DEGREE: Master's PhD ATTENDANCE: Full-time Part-time

EXTENSION: 1st Extension 2nd Extension 3rd Extension Other: _____

Specify below the reason for the delay in completing your degree requirements. Attach a report indicating your progress and a plan for the completion of your degree program (including a time line). If you are a PhD student, attach a copy of your most recent Advisory Committee Report. Forward this petition to your supervisor.

Signature: _____ Date: _____

APPROVALS:

Supervisor's Recommendation: Approved Not Approved

Signature: _____ Date: _____

Graduate Officer's Recommendation: Approved Not Approved

Signature: _____ Date: _____

Associate Dean's Recommendation: Approved Number of Terms ____ Not Approved

Signature: _____ Date: _____

Copies: Student Department Supervisor Faculty