

## **Requesting a Reinstatement to Complete the Master's Degree After Time Limit**

Master's students who did not complete their degree within the degree time limit may apply to be reinstated once only for the purpose of completing their degree requirements. A reinstatement may be requested for a maximum of 12 months starting in September, January, or May, and must have the approval of your department and the School of Graduate Studies. All degree requirements must be completed within the 12-month reinstatement period; neither an extension of that time nor a second reinstatement will be permitted. The reinstatement fee for full-time students is equivalent to a one-session full time fee (Fall or Winter); part-time students are charged the part-time fee for the number of sessions (one to three sessions) in which they will be reinstated. No fees will be charged for the sessions after the time limit for the degree.

To request a reinstatement, complete Section 1 of the form [Reinstatement to Complete the Master's Degree After Time Limit](#) and forward to your Thesis/MRP Supervisor or Faculty Advisor for completion and approval. The form is then submitted to the OISE Registrar's Office, Graduate Unit. You will receive notification and a Fee Invoice once the reinstatement has been approved by the School of Graduate Studies.

See below for the form [Reinstatement to Complete the Master's Degree After Time Limit](#).



**REINSTATEMENT TO COMPLETE THE MASTER'S DEGREE  
 AFTER TIME LIMIT**

Submit this form to the Registrar's Office, OISE, 252 Bloor Street West, 4<sup>th</sup> Floor, Toronto M5S 1V6

**SECTION 1**

Name: \_\_\_\_\_ Student # \_\_\_\_\_

Address: \_\_\_\_\_

Degree: \_\_\_\_\_ Department: \_\_\_\_\_

M.Ed. MRP / M.A. Thesis Supervisor: \_\_\_\_\_

M.A. Thesis Committee Members: \_\_\_\_\_

MRP / M.A. Thesis Title: \_\_\_\_\_

Original Degree Time Limit: (Date) \_\_\_\_\_

Last Registration: (Date) \_\_\_\_\_

I understand that all requirements for the degree must be completed within twelve months of the date of reinstatement.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University's Freedom of Information and Protection of Privacy Office at 416-946-7303, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1.

**SECTION 2**

Background information in support of reinstatement:

1. Have all courses been completed? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, how many courses required in degree? \_\_\_\_\_ How many have been completed? \_\_\_\_\_

**REINSTATEMENT REQUEST FORM**

Student Name: \_\_\_\_\_

2. Has a complete MRP / M.A. Thesis draft been submitted and accepted by the student's supervising committee? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Tentative timetable for completion of degree requirements:

Comments:

**SECTION 3**

I recommend that the above student be reinstated to complete the degree within a period of 12 months, effective:

\_\_\_\_\_ September

\_\_\_\_\_ January

\_\_\_\_\_ May

MRP / M.A. Thesis Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 4: FOR S.G.S. USE ONLY**

\_\_\_\_\_ Reinstatement Approved

\_\_\_\_\_ Reinstatement Refused

COMMENTS: