

Petition for Extension to Complete Coursework

The authority to grant an extension for the completion of coursework beyond the original deadline for that course rests with the Department in which the course was offered, not with the instructor of the course. Students requesting extensions are required to submit a copy of this form, with Sections A and B completed, to the relevant Department. Please submit this Petition prior to the grade deadline published in the OISE Bulletin.

Section A: (To be completed by the student)

Name: _____ Student Number: _____

Department in which you are registered: _____

Name of course: _____

Course Number: _____ Session course was offered: _____

Department in which the course was offered: _____

Course instructor: _____

Length of extension you are requesting: _____

Have you already received an extension in this course? Yes _____ No _____

If yes, give the date on which the extension expires: _____

Assignments and original deadlines in course:

<u>Assignment</u>	<u>Deadline</u>	<u>Completed? (Y/N)</u>
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Other courses for which you currently have an extension: (Give the date on which the extension expires)

Other courses for which you are currently seeking an extension:

Special circumstances which have delayed completion of assignments: (Provide a statement detailing reasons for the delay. Use additional sheets if additional space is required. Medical reasons must be accompanied by a note from an attending physician.)

Student's Signature

Date

Section B: (To be completed by the course instructor)

Do you support this petition: Yes _____ No _____

If you do not support this petition, would you support one for a shorter period? Yes _____ No _____

If yes, for how long? _____

Comments:

Instructor's Signature

Date

Section C: (To be completed by the Chair of the Department in which the course was offered)

Legitimate reasons for an extension can be academic in nature (e.g., unexpected problems of research in a course) or non-academic (e.g., illness). In order to ensure as much uniformity and fairness as possible in the granting of extensions, the relevant Department must be reasonably certain that:

- (i) the reasons for the delay are both serious and substantiated: a statement detailing the reasons should accompany the request for an extension, including a physician's letter in the case of illness;
- (ii) the student would not be granted an unfair academic advantage over other students in the course;
- (iii) the student would not be placing in jeopardy the normal and satisfactory completion of new coursework; and
- (iv) the student does have a reasonable chance of completing outstanding requirements within the time to be allotted.

If a Department grants a petition for an extension, it must specify an extension period which is not to run beyond the next Session's deadline for completion of coursework and grade submission (a period of approximately four months). The dates for these deadlines for course extensions will be listed each year in the OISE Bulletin.

A Department may grant a continuation of an extension that is already in place, provided that it does not extend the total period of the extension beyond the deadline for completion of coursework and grade submission following the original one for the course. Extensions beyond these deadlines require the approval of both the Department and the SGS Admissions and Program Committee.

This petition for an extension to complete course work is: Granted _____ Denied _____

Extended deadline for submission of coursework: _____

Chair's Signature

Date

NB: Departments are to submit this form to the OISE Registrar's Office, Graduate Studies Unit, no later than the original deadlines for submitting grades for the relevant courses or, in case of continuations, no later than the expiry dates of the original periods of extension, providing in each case the new deadline for completion of coursework. A Department should, in addition, notify the Department in which the student is registered when it is not the same as the one granting the extension.