

Requesting a Degree Extension

Students who have not completed all degree requirements before their time limit lapse date may request a one-year extension. An extension will be considered provided that they have registered as required within the time limit for the degree and provided that all degree requirements can be reasonably completed within a one-year period.

To apply for a degree extension, you must complete a [Degree Extension Request Form](#) outlining the causes for the delay, confirming satisfactory progress towards the completion of your degree and a reasonable expectation of completion within one year. The form should be completed towards the end of the last session of your time limit so that the information you provide accurately reflects your progress up to that time and the work to be completed in the extended year. The degree extension must be approved by your department and by the OISE Registrar's Office. Please follow the instructions outlined on the form.

If you are unable to complete your requirements by the end of the extended year, you may request a second one-year extension. The process is the same as for the first extension and is subject to the approval of your department and the Registrar's Office.

A third degree extension will only be considered in the most extraordinary circumstances, and requires approval of the School of Graduate Studies, University of Toronto.

If you do not apply for an extension or if your request is denied, your time limit will lapse and you will be subject to the reinstatement regulations if you wish to complete your degree at a later date. Information about reinstatement after expiration of your time limit may be found on the School of Graduate Studies website at www.sgs.utoronto.ca.

See below for the [Degree Extension Request Form](#).

DEGREE EXTENSION REQUEST FORM

Please submit this form with Sections 1 and 2 properly completed and duly signed to the Registrar's Office, Graduate Studies Unit, 4th Floor.

SECTION 1: To be completed by the student. Please print clearly or type.

Name: _____ Student Number: _____

Address: _____ Telephone: _____

E-mail Address: _____

Department: _____ Degree: _____

Date of First Registration in this Degree Program: Month _____ Year _____

New Extended Degree Terminal Date now being requested: Month _____ Year _____

Number of extensions previously received: _____

If previous extensions, give last extended Degree Terminal Date: Month _____ Year _____

Thesis Title: _____

Thesis Supervisor: _____

Thesis Committee Members: _____

Date on which Thesis Committee last met: Month _____ Year _____

I am committed to completing the required work during the period of extension requested.

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 or contact the University's Freedom of Information and Protection of Privacy Office at 416-946-7303, Room 201, McMurich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1.

SECTION 2: To be completed by Thesis Supervisor/Faculty Advisor in support of this request, and also requires the signature of the Department Chair. Please print clearly or type.

1. State the reasons for the failure to complete the degree requirements to date: _____

2. Indicate the amount of material submitted and considered acceptable by Thesis Supervisor/Faculty Advisor: _____

3. What portion of this work has been completed within the past 12 months? _____

- 4. Estimate the amount of work remaining to be done: _____

- 5. Outline the tentative timetable for completion of thesis/MRP/coursework during the proposed extension period: _____

- 6. Describe the Department's participation in ensuring completion of the required work within the proposed extension period: _____

- 7. Specify any major commitments that the student has undertaken which could affect the tentative timetable for the proposed extension period: _____

- 8. Given the answers to question 5, is it reasonable to expect the work to be completed within the proposed extension period? _____
- 9. Give specific reasons why the time limit should not lapse: _____

NOTE: The following extension dates are crucial – they allow time for meeting OISE and SGS deadlines. Please refer to the OISE Bulletin for specific deadlines regarding Doctoral Orals and submission of Master's documentation. The extension period is not to exceed twelve months from the Degree Terminal Date.

I recommend that the above named student be granted an extension to (check one):

For Master's Degree Students

- January 17, 20_____
- April 19, 20_____
- September 14, 20_____

For Doctoral Degree Students

- January 30, 20_____ (for March Graduation)
- April 25, 20_____ (for Spring Convocation)
- October 3, 20_____ (for Fall Convocation)

Thesis Supervisor/Faculty Advisor's Signature: _____ Date: _____

Department Chair's Signature: _____ Date: _____

SECTION 3: To be completed by Registrar's Office (1st and 2nd ext.), and SGS (3rd ext. only):

EXTENSION APPROVED TO:

For Master's Degree Students

- January 17, 20_____
- April 19, 20_____
- September 14, 20_____

For Doctoral Degree Students

- January 30, 20_____ (for March Graduation)
- April 25, 20_____ (for Spring Convocation)
- October 3, 20_____ (for Fall Convocation)

EXTENSION REFUSED

COMMENTS: _____

Registrar's Office Signature: _____ **Date:** _____

SGS Signature (3rd extension): _____ **Date:** _____