

## Requesting a Program Extension

This form is for students who are applying to be considered for the new program extension arrangements.

In exceptional circumstances, a student who has not completed all degree requirements within the period specified in the degree regulations may be considered for extensions (a maximum of four one-year extensions for doctoral students and a maximum of three one-year extensions for Master's students) provided that your department approves. Extensions will be considered one year at a time.

Fees charged during the extension period are as follows:

**Full-time students** - 50% of the annual domestic academic fee, for both domestic and international students (plus incidental fees). Academic fees for the year of the doctoral Final Oral Exam will be pro-rated based on 50% of the annual domestic academic fee for the 12-month academic year, plus sessional incidental fees. Students must have been registered full-time prior to their final year to be eligible for pro-rated fees in their final year.

**Part-time students** - 100% of the annual fee. International students will be charged the applicable part-time international fee.

To apply for a degree extension (and to opt in to the new extension arrangements), you must complete a Request for Program Extension Form outlining the causes for the delay, confirming satisfactory progress towards the completion of your degree and a reasonable expectation of completion within the extension period. 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. You must also provide a letter indicating your commitment to complete the required work during the period of extension. The degree extension must be approved by your department and by the School of Graduate Studies. Please follow the instructions outlined on the form.

Under these new extension arrangements, if you do not complete your degree requirements by the end of the maximum period of extension (four years for doctoral students; three years for Master's students), or if an extension is denied, no further registration or reinstatement will be permitted.

See below for the Request for Program Extension Form.

## Request for Program Extension

*This form is for PhD students who started their program after September 1, 2010 AND Master's, Flexible-time PhD, and EdD students who started their program after September 1, 2011 AND currently registered students admitted prior to the aforementioned dates who are applying to be considered for the new program extension arrangements, as outlined below.*

*In exceptional circumstances, a student who has not completed all degree requirements within the period specified in the degree regulations may be considered for extensions (a maximum of four one-year extensions for doctoral students and a maximum of three one-year extensions for Master's students) provided that your department approves. Extensions will be considered one year at a time.*

### SECTION 1: To be completed by the student:

Name:	Student Number:
Degree:	Department:
Date of First Registration in Program:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Length of Program:	Thesis Supervisor:
Committee Members:	
Thesis Title:	
Indicate whether you are applying for a first, second, third or fourth extension:	
Original Degree Time Limit: (Date)	Extended Time Limit: (Date)
<p><b>By signing this form, students who are opting in agree to the following statement:</b> I am opting in to the new program extension arrangements and I understand that I cannot reinstate beyond the maximum allowable time for the degree (normal time limit plus maximum extension years) under the new program extension arrangements.</p>	
Student's Signature*:	Date:
*Students must submit a letter of intent indicating a commitment to complete the required work during the extension.	

### SECTION 2: Supervision (to be completed by the student's supervisor):

<p>Background information in support of the extension (attach additional pages, if required):</p> <ol style="list-style-type: none"> <li>1. State the reasons for the failure to complete degree requirements to date.</li> <li>2. Indicate the amount of material submitted and considered acceptable by the supervisor.</li> <li>3. What portion of this work has been completed within the past 12 months?</li> <li>4. What was the date of the last meeting of the student's supervisory committee?</li> <li>5. Estimate the amount of work remaining to be done.</li> </ol>
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6. Outline a tentative timetable to complete thesis/project/course work during the proposed extension.

7. Describe the Graduate Unit's participation in ensuring completion of required work within the proposed extension period.

8. Specify any major commitments the student has undertaken which could affect the tentative timetable for the proposed extension period.

9. Given the answers to questions 6, 7 and 8, is it reasonable to expect the work to be completed within the proposed extension period?

Yes

No

10. Give specific reasons why the student's program should not be terminated.

Program extension recommended to:

December 31, 20\_\_\_\_ (for March Graduation)

April 30, 20\_\_\_\_ (for Spring Convocation)

August 31, 20\_\_\_\_ (for Fall Convocation)

Supervisor's signature\*\*:  
(sign and print name)

Department:

Date:

\*\*Supervisor must return the completed form to the Department Chair together with a letter of intent from the student indicating a commitment to complete the required work during the period of the extension.

### SECTION 3: Chair Approval:

Program extension approved to:

December 31, 20\_\_\_\_ (for March Graduation)

April 30, 20\_\_\_\_ (for Spring Convocation):

August 31, 20\_\_\_\_ (for Fall Convocation)

Extension Refused \*

Extension Denied. Is program termination recommended?

Yes

No

If yes, the Chair must provide a letter of rationale for SGS consideration.

Is a non-standard third or fourth program extension recommended?

Yes

No

If yes, the Chair must provide a letter of rationale for SGS consideration.

Home Chair:

(sign and print name)

Dept:

Date:

### SECTION 4: Vice-Dean, Students, School of Graduate Studies Approval:

Request for Program Extension:

Approved

Denied

Vice-Dean's Signature, School of Graduate Studies:

Date:

The University of Toronto respects your privacy. Personal information that you provide to the University 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 Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 201, 12 Queen's Park Crescent West, Toronto, ON M5S 1A8.