



## Requesting a Program Extension (Prior Regulations)

**For Master's, Flexible-time PhD, and EdD students who started their program prior to September 2011 AND PhD students who started their program prior to September 2010 who are not eligible for the current program extension regulations.**

In exceptional circumstances, a student who has not completed all degree requirements before their time limit lapse date may be considered for a maximum of two one-year extensions. An extension will be considered one year at a time, and provided that you have registered as required within the time limit for the degree and provided that all degree requirements can be reasonably completed within the period of extension.

To apply for a program extension, you must complete a Program 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 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 period. The program 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 first 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 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](http://www.sgs.utoronto.ca).

See below for the Program Extension Request Form.

# Request for Program Extension (Prior Regulations)

For Master's, Flexible-time PhD and EdD students who started their program prior to September 2011 AND PhD students who started their program prior to September 2010 who are not approved for the new program extension arrangements.

Note: You may also consider opting in to the [Program Extension \(Current Regulations\)](#).

## Section 1: To be completed by the student.

Name:		Student Number:	
Degree:	Department:		
Date of First Registration in Program:		Full-time	Part-time
Length of Program:		Thesis Supervisor:	
Committee Members:			
Thesis Title:			
Indicate whether you are applying for a first or second extension:			
Original Degree Time Limit: (Date)		Extended Time Limit: (Date)	
Student's Signature:			Date:
<b>Include a separate letter indicating a commitment to complete the required work during the requested period of the extension.</b>			

## Section 2: Supervisor Approval (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/coursework 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 candidacy should not be lapsed.

Program extension recommended to:

December 31, 20\_\_\_\_\_ (for March Graduation)          April 30, 20\_\_\_\_\_ (for Spring Convocation)

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

Supervisor: (sign and print name)	Dept:	Date:
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**Return completed form to the Graduate Coordinator together with a letter from the student indicating a commitment to complete the required work during the period of the extension.**

**Section 3: Chair/Director/Graduate Coordinator 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 \*

<b>*Termination recommended:</b> (Requires SGS review, Graduate Coordinator must provide an explanation on why this decision was made).	Yes
<b>Non-standard third program extension recommended:</b> (Requires SGS review, include a supporting letter with rationale from the Graduate Coordinator).	Yes
Home Chair/Coordinator: (sign and print name)	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:	