

**Request for Extension to  
Time in Program**

Students who will be reaching the end of their time in program, as [outlined by CGPS policy](#), must meet with their supervisor(s) to discuss. The student and supervisor(s) should develop a detailed plan and timeline to complete outstanding program requirements. Once a draft of this plan and timeline is complete, it should be distributed to the advisory committee, and an advisory committee meeting should be scheduled. At that meeting, the timeline and plan will be finalized and agreed upon by all parties. That plan will form the basis for an extension request, which a student may submit using this form.

**Only one extension request per student will be considered by CGPS**, so it is necessary to develop a comprehensive plan and reasonable timeline that all parties (i.e. Student, supervisor(s), advisory committee, academic unit) agree to uphold.

Once a plan and timeline have been developed, and this form has been completed and signed by the student and supervisor(s), it must be submitted to the academic unit's Graduate Chair for approval. If the Graduate Chair approves the request, it is then forwarded to CGPS for final approval.

**SECTION I – TO BE COMPLETED BY THE STUDENT**

<b>Family/Surname/Last Name</b>	<b>First/Given Name(s)</b>	<b>Student Number</b>
<b>Discipline</b>	<b>Supervisor(s)</b>	<b>Degree Sought</b>

**Please list the program requirements completed to date:**

**Please list the program requirements which remain outstanding:**

**Specify the reason(s) for the delay in completing your program requirements and how you have addressed them, or will address them:**



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**Amount of additional time being requested:**

(The amount of time requested should reasonably correspond to the outstanding program requirements. A request for extension to time in program may not exceed 8 terms for Master's students, and 9 terms for Ph.D. students.)

**Plan and Timeline to Completion**

Together with your supervisor(s) and advisory committee, develop a detailed plan and timeline for completion of the remaining program requirements. The plan and timeline can be entered into the field below, or attached separately to this form. The plan and timeline must address all outstanding requirements of your program, and include timeframes for each. Students in a thesis-based program must include a projected date of defense. Students in a course-based program must list the specific courses which will be completed.

Timelines must be reasonable and achievable. Remember to keep in mind peak periods, potential for minor unexpected delays, and reasonable scheduling expectations (e.g., holidays, defense scheduling - including external examiner requirements).

I certify that the information above is complete and accurate, and that the timeline submitted is reasonable and achievable. I acknowledge that a failure to meet the timelines submitted above will constitute a lack of satisfactory progress in my program, which is grounds to be required to discontinue.

(Student signature)

Date



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**SECTION II – TO BE COMPLETED BY THE SUPERVISOR**

*\*For course-based students who do not have a supervisor, this section can remain blank – submit your form directly to your unit's Graduate Chair for approval*

**Supervisor(s) Support:**      I support this request      I do not support this request

**Additional Supervisor(s) Comments:**

**Advisory Committee Support**

Does the advisory committee support this request, and the corresponding plan and timeline for completion?

**The Committee:**      Supports this request      Does not support this request

(Supervisor's Name - PLEASE PRINT)

(Supervisor's Signature)

Date:

**SECTION III – TO BE COMPLETED BY THE GRADUATE CHAIR**

**Graduate Chair Support:**      I support this request      I do not support this request

(Grad Chair's Name - PLEASE PRINT)

(Grad Chair's Signature)

Date: