



## Requests for Extension to Time in Program: Meeting Discussion Guide

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. A request for extension to time in program may be considered. The Unit has the authority to approve a one extension to time in program of up to 12 months/ three academic terms.

The following steps should be completed in order:

- 1) The student and supervisor(s) should develop a detailed plan and timeline to complete outstanding program requirements.
- 2) Once a draft of this plan and timeline is complete, it should be distributed to the advisory committee, and an advisory committee meeting will 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.
- 3) Once finalized, the plan should be submitted to the CGPS **by from the Graduate Administrator of the academic unit** via a CGPS desk request using the [Extension to Time in Program form](#).

For 1<sup>st</sup> time extension- [Notification of 1st Extension to Time in Graduate Program](#)

Units use this form to notify CGPS of the 1st extension time in program (maximum allowed is 12 months/3 terms)

For 2<sup>nd</sup> or additional extensions - [Request of 2nd Extension to Time in Graduate Program](#)

Units use this form to request a 2nd (or additional) extension to time in program.

Note that this form is only accessible to staff and faculty, and not to students. This service desk request should include all documentation, including meeting minutes and the detailed plan, as attachments.

**It is important 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 submitted to CGPS for final approval.





The following topics should be discussed during the advisory committee meetings and documented in meeting minutes:

**1. Program requirements completed to date**

- Coursework
- Exams
- Fieldwork, etc

**2. Program requirements that remain outstanding**

- Coursework
- Exams
- Fieldwork, etc

**3. Reasons for the delay in completing requirements and actions taken to address them, or plans for how they will be addressed**

**4. The amount of additional time being requested**

- Time requested should correspond to the outstanding program requirements
- Additional time cannot exceed 8 terms for Master's students, and 9 terms for PhD students

**5. A detailed plan and timeline to completion**

- Together with the supervisor(s) and advisory committee, a detailed plan and timeline for completion of the remaining program requirements must be presented. The plan and timeline must address all outstanding requirements of the 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).





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**NOTE:** In cases of a 2nd or additional extension request requiring approval by the Dean of the CGPS, the Dean may, at their discretion, request a meeting with parties (e.g., student, supervisor, graduate chair) as part of the review process.

