Since the introduction of the new program extension policy in 2010 and 2011, we are now seeing students who have reached the end of their program length, plus allowable program extensions, who are not permitted to continue to register in the program.

To assist you in responding to students in this situation, we have drafted a template letter. Please feel free to use the following wording to inform students who have reached the end of their program length, plus extensions, that they may not continue to register in the program:

Dear Student,

I am writing to inform you that you have reached the end of your [third for master’s students; fourth for doctoral students] program extension, which was your last permitted program extension period. According to the SGS Calendar (General Regulations, Section 6.1.11) no registration beyond the maximum extension period is permitted. You may contact Victoria Hurlihey, SGS Manager, Frontline Services (victoria.hurlihey@utoronto.ca) with any questions you may have regarding the program extension policy.

The [Name of Graduate Unit] is not prepared to request an exception to this policy. Should you wish to appeal this decision, you may initiate an appeal through the Graduate Department Academic Appeals Committee (GDAAC) at the [Name of Grad Unit]. Procedures for launching an appeal can be found on the SGS website (http://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx).

I can appreciate that this is a disappointing outcome. I do hope that you will move forward toward other positive endeavours.