

## Program Extension (Current Regulations)

**Program extensions can be requested by (1) PhD students who started their program after September 1, 2010; (2) Master's, Flexible-time PhD, and Professional Doctoral students who started their program after September 1, 2011; and (3) currently registered graduate 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 the requirements for the degree within the program time limit specified in the degree regulations may be considered for an extension (a maximum of four one-year extensions for doctoral students and a maximum of three one-year extensions for master's students) provided that approval for the request is obtained from the graduate unit. To apply for an extension, the candidate must present to the graduate unit the causes for the delay and affirmation that the remaining degree requirements will be completed within the proposed extension period.

**Section 1: Student Information (to be completed by the student).**

Name:	Student Number:
Program/Degree:	Graduate Unit:
U of T Email:	
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)	Requested Extended Time Limit (maximum 3 terms): (Date)
<p><b>By signing this form, graduate students admitted prior to the above mentioned dates 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 program (normal time limit plus maximum extension years) under the new program extension arrangements.</p>	
Student's Signature:	Date:

**Section 2: Supervision (to be completed by the student's supervisor).**

<p>1. What was the date of the last meeting of the student's supervisory committee?</p> <p>2. Did the committee evaluate the student as making satisfactory academic progress?</p> <p>3. Describe the reasons why the student has not yet been able to complete the degree requirements to date.</p> <p>4. Outline the timetable to complete thesis/project/coursework during the proposed extension period.</p> <p>5. Describe how the graduate unit will assist the student in completing the required work within the proposed extension period.</p> <p>6. Will the student be able to complete all degree requirements during the requested extension period?</p> <p>7. Other comments:</p>		
<p>Program extension recommended to:</p> <p style="text-align: center;">December 31, 20_____ (for March Graduation)                      April 30, 20_____ (for Spring Convocation):</p> <p style="text-align: center;">August 31, 20_____ (for Fall Convocation)</p>		
<p>Supervisor's Signature**: (sign and print name)</p>	<p>Graduate Unit:</p>	<p>Date:</p>
<p>**Supervisor must return the completed form to the home Graduate Coordinator.</p>		

**Section 3: To be completed by the Chair/Director/Graduate Coordinator**

<p>Program extension <u>approved</u> (for first and second extension) or <u>recommended</u> (for third and fourth extension) to:</p> <p style="text-align: center;">December 31, 20_____ (for March Graduation)                      April 30, 20_____ (for Spring Convocation):</p> <p style="text-align: center;">August 31, 20_____ (for Fall Convocation)</p>		
<p>If the extension has been denied, will termination of registration be recommended?                      Yes                      No</p> <p>If yes, the Graduate Coordinator must provide a letter of rationale for SGS consideration. See SGS Guidelines for more information:  <a href="http://www.sgs.utoronto.ca/facultyandstaff/Pages/Termination-Guidelines.aspx">http://www.sgs.utoronto.ca/facultyandstaff/Pages/Termination-Guidelines.aspx</a></p>		
<p>Home Chair/Coordinator Signature: (sign and print name)</p>	<p>Graduate Unit:</p>	<p>Date:</p>

**Section 4: Vice-Dean of Students, School of Graduate Studies Approval.** (For third and fourth extension requests)

Request for Program Extension:	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:	Date:	

Freedom of Information and Protection of Privacy Act: [www.rosi.utoronto.ca/fippa.php](http://www.rosi.utoronto.ca/fippa.php)