Students who have been identified as being in their last permitted registration session must request a program extension. The program extension forms are located on the Student Forms & Letters section of the SGS website.

To assist you in advising these students, SGS has placed a list of students who are in their last permitted registration session in 20195 in your SGSDrive folder. The list also includes the number of program extensions that these students have already received. The filename is: XXX.20195.Program.Extension.List.xls

These students were not rolled over to the fall session when the fall-winter rollover took place on May 24, and thus also appear on the rollover exclusion list: XXX.20189-registration.rollover.xls

For instructions on using the SGSDrive, please refer to the User Guidelines. If there is not a list in the SGS Drive folder, there are no students in this situation in your unit.

The Program Extension list identifies students as PhD students, Flexible Time PhDs, Professional Doctoral students and Master’s students. Each category falls into a different set of program extension regulations, depending upon the session in which the student began their program.

Please read the following regulations carefully:

**Program Extension Regulations:**

<table>
<thead>
<tr>
<th>Students who began their program after September 1, 2010</th>
<th>Students who began their program prior to September 1, 2010</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Students who began their program after September 1, 2010</th>
<th>Students who began their program prior to September 1, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Students</td>
<td>Students who began their program after September 1, 2011</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------</td>
</tr>
</tbody>
</table>
| • After 6 years (7 for direct-entry), students must apply annually for extensions to a maximum of 4 years.  
• The first two extension requests require approval of the graduate unit; the second two require both graduate unit and SGS approval.  
• Registration beyond the four-year extension period **will not be permitted**.  
• In the extension years, students pay fees at 50% of the domestic rate plus FT sessional incidental and ancillary fees.  
• Extension arrangements are made via the [Program Extension (current regulations)](https://example.com) form. | • After 6 to 8 years (for flexible time PhDs) or 5 to 6 years (for professional doctoral students), as specified by the program, students must apply annually for extensions to a maximum of 4 years.  
• The first two extension requests require the approval of the graduate unit; the second two require both graduate unit and SGS approval.  
• Registration beyond the four-year extension period **will not be permitted**.  
• In the extension years, students pay fees at 50% of the domestic rate plus FT sessional incidental and ancillary fees. | • Students may “opt-in” to the current extension arrangements via the [Program Extension (current regulations)](https://example.com) form or they may follow the regulations that were in place when they began their program (see Student Services and ROSI Manual, Section 5.67 Extensions).  
• Students who do not “opt-in” and seek a program extension will be assessed full-time Fall/Winter program fees for the extension period and must request their extension via the [Program Extension (prior regulations)](https://example.com) form. |
Part-time doctoral students on extension continue to be charged part-time fees.

- Extension arrangements are made via the [Program Extension (current regulations)](current_regulations) form.

| Master’s Students | Students may “opt-in” to the current extension arrangements via the [Program Extension (current regulations)](current_regulations) form or they may follow the regulations that were in place when they began their program (see Student Services and ROSI Manual, Section 5.67 Extensions).
- Students who “opt-in” also opt in to the new time limits.
- Students who do not “opt-in” and seek a program extension will be assessed full-time Fall/Winter program fees for the extension period and must request their extension via the [Program Extension (prior regulations)](prior_regulations) form.

- After 3 years for full-time students (6 years for part-time), students must apply annually for extensions to a maximum of 3 years.
- The first two extension requests require the approval of the graduate unit; the third requires both graduate unit and SGS approval.
- Registration beyond the third-year extension period **will not be permitted**.
- In the extension years, students pay fees at 50% of the domestic rate plus sessional incidental and ancillary fees. Part-time master’s students on extension continue to be charged part-time fees.
- Extension arrangements are made via the [Program Extension (current regulations)](current_regulations) form.

Please [contact](contact) your Student Services Advisor if you have any questions.

Thank you.