

Last Name:

Extension to Complete Coursework

The authority to grant a first extension to complete coursework, which is not to exceed one session beyond the original SGS deadline (refer to the SGS Calendar), is with the graduate unit in which the course was offered, not the instructor of the course. Submit a completed form to the Graduate Coordinator of the graduate unit the course was offered for approval.

A non-standard second extension to complete coursework must be approved by the Graduate Coordinator in which the course was offered and will be reviewed by the Vice-Dean, Students of SGS. A non-standard second extension to complete coursework must be accompanied with a letter of substantive rationale by the student and Graduate Coordinator and with supporting documentation such as a medical certificate.

Students who have been granted an extension to complete coursework must be registered in the session(s) in which they are completing coursework related to the extension.

Degree Session: Fall Winter Summer	Last Name:		First Name(s):		Stud	dent Number:			
Fall Winter Summer Graduate Unit: Have you had a previous first extension to complete coursework? Yes No, this is a first extension If no, provide a reason for the request (for a medical/injury reason attach supporting documentation): If yes, provide the date on which the extension expires: U of T Email: Check box if you are registered with Accessibility Services and you are working with an Accessibility Advisor on developing a plan for completing coursework. Section 1: Request for Extension to Complete Coursework (to be completed by the student). Academic Activity Code Course/Activity Title Instructor Name Required (YN) Assignments and original deadlines in the course: Assignment Deadline Completed (Y/N) Course/Activity Title Instructor Name Required (Y/N) Code Completed (Y/N) Code Completed (Y/N) Code Course/Activity Title Instructor Name Required (Y/N) Code Code Code Course/Activity Title Instructor Name Required (Y/N) Code Response Required (Y/N) Code									
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second extension to complete course work, I have attached a letter of substantive rationale with supporting documentation (e.g. medical certificate).				Instructor Name					
second extension to complete course work, I have attached a letter of substantive rationale with supporting documentation (e.g. medical certificate).									
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Student's Signature*: Date:	second extension to complete course work, I have attached a letter of substantive rationale with supporting documentation (e.g. medical								
	,						Date:		

Do you support the student's request for extension to complete coursework (see Section 1a.)?	Yes	No
If not, indicate rationale to deny the request or an earlier deadline for the extension to complete coursew	ork (e.g., A	pr 15, 2015):
Provide rationale, if recommending a non-standard second extension to complete coursework (see Sect	ion 3a to d).	
Instructor's Signature:	Da	ate:
Section 3: Chair/Director/Graduate Coordinator Approval (of the graduate unit the cours	se was off	fered).
egitimate reasons for an extension to complete coursework can be academic in nature (i.e., a course; or non-academic, e.g., illness). In order to ensure fairness in the granting of extensiontinuation of a previous extension), the relevant graduate unit must be reasonably certain the	sions to co	d problems of research in omplete coursework (or a
The reasons for the delay are both serious and substantiated; The student would not be granted an unfair academic advantage over fellow students in to the student has a reasonable chance of completing outstanding requirements within the the student would not be jeopardizing the normal and satisfactory completion of new cour consultation with the student, may determine that new coursework should not be undertal coursework is completed.	time to be rsework. T	allotted; The graduate unit, in
Request for extension to complete coursework: Approved	Denied	
Provide rationale, if recommending a non-standard second extension to complete coursework.		
Chair/Director/Graduate Coordinator's Signature:	Da	ate:
Graduate Administrator, indicate SDF was added on ROSI for a first extension to complete coursework: Yes**	Da	ate:
(**Added before the SGS deadline; if after, submit to SGS).		
Section 4: Vice-Dean, Students, School of Graduate Studies Approval		
Request for non-standard extension to complete coursework: Approved	Denied	
Request for non-standard extension to complete coursework. Approved	2000	