

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. If this is a fourth extension request for a doctoral student, or a third extension request for a master's student, the student, the supervisor, and the department must each provide confirmation that the degree requirements can be met within the time limits of the final extension.

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:	Full-time 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>By signing this form, graduate students admitted prior to the above mentioned dates who are opting in agree to the following statement: 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).

1. Date of the last meeting of the student's supervisory committee (include copies of the last two meeting reports):		
2. Did the committee evaluate the student as making satisfactory academic progress? Yes No		
3. Date of the next supervisory committee meeting:		
4. Explain why the student has not yet been able to complete the degree requirements to date.		
5. Will the student be able to complete all degree requirements during the requested extension period? Yes No If no, describe the work to be completed during the extension period:		
6. Other comments:		
Program extension recommended to: December 31, 20__ (for March Graduation) April 30, 20__ (for Spring Convocation) August 31, 20__ (for Fall Convocation)		
Supervisor's Signature**: (sign and print name)	Graduate Unit:	Date:
**Supervisor must return the completed form to the home Graduate Coordinator.		

Section 3: Chair/Director/Graduate Coordinator Approval.

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

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: