

# 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 a program extension. A maximum of four one-year extensions for doctoral students and a maximum of three one-year extensions for master's students may be requested. Students submit requests to their graduate unit for review and approval. To apply for a program extension, students must present to their graduate unit a brief explanation for the delay as well as a detailed plan including a realistic timeline for completion that is supported by the supervisor and the supervisory committee.

**Third or fourth (FINAL) program extension requests for doctoral students, and third (FINAL) program extension requests for a master's students, require additional SGS approval.** To obtain this approval, the student, supervisor, and graduate coordinator/chair must provide additional information in a separate letter of support to SGS. This can be a single letter co-signed by all parties, or separate letters, outlining the following: a reflection on the progress to date, including progress in the previous extension periods, detailed plan/timeline for completion, a confirmation that the degree requirements can be met within one year of the final program extension, and a confirmation that the student has been made aware of support services that are available to help the student complete their thesis. Once approved by the graduate unit, the graduate administrator will submit the form and supporting documents to SGS for final review and approval.

## 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
Time Limit of Program:		Thesis Supervisor:	
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 sessions): (Date)	
<input type="checkbox"/> Check box if you are registered with Accessibility Services and you are working with an Accessibility Advisor on developing a plan for program completion.			
<b>By signing this form, graduate students admitted prior to the program extension policies that were introduced in 2010 and 2011 agree to the following statement:</b> I am opting into 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).			
Student's Signature:		Date:	

**Section 2: Program Completion/ Supervision (to be completed by the student’s supervisor; attach an additional page, if needed):**

<p>1. 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? Yes <span style="float:right">No</span></p> <p>3. Date of the next supervisory committee meeting [Important: the student at this stage will most likely benefit from more frequent supervisory committee meetings and more comprehensive supports]:</p> <p>4. Briefly explain why the student has not yet been able to complete the degree requirements to date:</p> <p>5. Provide milestones to degree completion and realistic completion timeline in as much detail as possible:</p> <p>6. Please list the additional supports that will be provided to the student during the program extension:</p>		
<p>Program extension recommended to:</p> <p>December 31, 20__ (for March Graduation)      April 30, 20__for Spring Convocation)      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 student’s home Graduate Coordinator/Chair.</p>		

**Section 3: Chair/Director/Graduate Coordinator Approval (required for all extensions).**

<p>Program extension <u>approved</u> (for first and second extension) or <u>recommended</u> (for third master’s, and third or fourth doctoral extensions) to:</p> <p>December 31, 20__ (for March Graduation)      April 30, 20__ (for Spring Convocation)      August 31, 20__ (for Fall Convocation)</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 program extension requests for master’s students, and third and fourth program extension requests for doctoral students) Note: the approval of the Vice-Dean of Students is to be obtained by the graduate administrator after the request has been approved by the graduate unit.

<p>Request for Program Extension:</p> <p style="text-align: center;">Approved <span style="margin-left: 100px;">Denied</span></p>	<p>Vice-Dean’s Signature, School of Graduate Studies:</p>	<p>Date:</p>
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