



**TST ADVANCED DEGREE PROGRAMS
Request for an Extension to Complete Course Requirements**

All coursework is normally to be completed within the academic year in which the course was taken. The TST AD Director can grant an extension beyond August 31 up to the absolute deadline, on the recommendation of the **instructor** of the course and the student's **supervisor** (for doctoral students, the 'supervisor' is chair of their supervisory committee; for master's students, it is the AD Director at the College of registration). The absolute deadline (the point at which an SDF becomes a permanent INC) is November 1 for courses taken in the Fall Session of the previous year and March 1 for courses taken in the Winter Session (see the Handbooks for details).

*NOTE: The student is responsible for obtaining the instructor's and supervisor's signatures, and then submitting the form to the **AD office** for approval.*

NAME OF STUDENT _____ STUDENT # _____

PROGRAM _____ DEPARTMENT _____

COLLEGE _____

COURSE (course code and name) _____

INSTRUCTOR _____ SESSION (Fall, Winter, Summer) _____

WORK REMAINING TO BE COMPLETED _____

TERM OF EXTENSION (indicate suggested due date) _____

REASONS FOR THE REQUEST

(Use the following space or submit a separate letter. All information will be treated confidentially.)

STUDENT SIGNATURE _____ DATE _____

RECOMMENDED BY INSTRUCTOR _____ DATE _____

RECOMMENDED BY SUPERVISOR _____ DATE _____

GRANTED BY TST AD DIRECTOR _____ DATE _____

*A copy of this form has been sent to the College Registrar _____ the student _____
(check when completed)*