

Program Extension Request

Program extensions are granted for one year at a time. A student who desires additional program extensions must submit a new petition each year, well in advance of the expiry of the last approved extension. Requests that will need approval from the Petitions Committee should also be submitted with a recent annual student progress report. Consult your [program handbook](#) for details regarding candidacy time limits and extensions. (*PhD/MA/DMin – sections A6.6; A7.2*) (*ThM – section 6.4*)

SECTION 1 – Student

(to be filled out by student)

Last Name _____ First Name _____ Student number _____

College _____ Program _____ Month & Year of Admission _____

This is a request for: a **FIRST** extension a **SECOND** extension a **THIRD (OR MORE)** extension

Reason for the request. Extra pages may be attached. Delays due to medical or disability-related reasons must include a certificate from a qualified professional. For short-term medical issues, use the [Verification of Illness](#) form.

Provide evidence that the remaining degree requirements will be completed during the extension. Extra pages may be attached.

Student's Signature _____ Date: _____

SECTION 2 – Approvals

Please include a statement explaining the reason for approving or denying the extension. Extra pages may be attached.

Extension to begin **YEAR:** _____, **MONTH:** September January May

Approved Declined

Supervisor's Signature _____ Date: _____

College Graduate Director's Signature _____ Date: _____

GCTS _____ Date: _____

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