

PETITION FOR EXTENSION OF PROGRAM TIME LIMITS

Normal [program time limits](#) are:

Masters: 6 terms (2 years) of full-time enrolment
PhD: 12 terms (4 years) of full-time enrolment

If you exceed these program time limits, please refer to REGISTRATION/FEES deadlines, paragraph 2 on [Petition for Extension to Program Limits](#) form

- **Faculty Graduate Coordinator (FGC) or Graduate Studies Coordinator, Kinesiology (GSC) will send an email notification to you and your supervisor**
- **Only Graduate Officer approval is needed for the first 3 terms of extensions. After 3 terms, approval is also required from the Associate Dean, Graduate Studies.**

ASAP (when notified by the FGC/GSC)

- STUDENT** - Submit completed and signed forms (2) to the FGC/GSC
 - Submit a [Petition for Extension to Program Limits](#) form and obtain the appropriate approval signatures
 - Attach the [Progress Report and Detailed Plan for Completion of Degree Program](#)
 - **Progress Report** form must have the approval of ALL members of the **Thesis Advisory Committee**
 - Submit completed forms to the FGC/GSC once ALL required signatures have been obtained
 - **PhD students**, please attach a copy of your most recent *Advisory Committee Report* (Student Annual/Progress Report).
 - Forward all documents to your supervisor
 - Follow up to ensure that all documents have been received by the FGS/GSC
- SUPERVISOR**
 - Complete the "Recommendation" section
 - Sign and date the *Petition for Extension to Program Limits* form
 - Sign the *Progress Report and Detailed Plan for Completion of Degree Program*
 - Submit to Graduate Officer
- GRADUATE OFFICER**
 - Complete the "Recommendation" section
 - Sign and date the *Petition for Extension to Program Limits* form
 - Submit the form to the FGC/GSC
- ASSOCIATE DEAN, GRADUATE STUDIES** (required if beyond 3 terms of extensions)
 - Complete the "Recommendation" section
 - Sign and date the *Petition for Extension to Program Limits* form
 - Return the form to the FGC/GSC