

Instructions: Extensions fall into one of the two below categories please only complete the section relevant to you. Extensions require you to review and or add on to previously approved extensions, please make sure to keep a copy of the most recent extension that has all the approvals in section 5.

Extensions are the student's responsibility to complete and submit. Failing to submit an extension will lead to a student being required to withdraw from their program. Once a **First Faculty Extension** is approved, subsequent extensions will normally be approved as long as the proposed milestones are met each term.

First Faculty Extension: A student must complete their first faculty extension once they are 3 terms past their program time limits. For a student's first faculty extension request complete sections 1 through 5 on a blank form.

Subsequent Faculty Extensions: If a faculty extension request was submitted previously subsequent requests will fall under 2 categories: required milestones completed or required milestones not completed. Please review both categories and follow the instructions that fit your new extension request. For your milestones, please refer to your latest approved extension under section 4.

Required milestones completed: For subsequent extension requests if your milestones, up to the term you are extending to, have been met only complete section 4. To complete section 4 use the previously approved extension with all the approvals in section 5 and in section 4 sign next to the milestones you have completed. When you have signed you are confirming you have completed the milestone, signing in section 4 without actual completion of the milestone may cause the extension to be denied and will lead to an academic review. Once you have signed all your completed milestones send the extension to your supervisor(s) to do the same. Once the supervisor has signed send the form to your department grad coordinator.

Required milestones NOT completed: If milestones from your previous approved extension have not been met a resubmission is required. Please complete sections 1 through 5 on a new blank form. Once you have completed the new form send both the new form and previous form to your department grad coordinator.

Deadlines: fall term – August 1st, winter term – December 1st, spring term – April 1st. Failure to submit your form by the deadline will result in a 'Required to Withdraw' decision.

The timeline to completion must be discussed with your supervisor prior to filling out the form to ensure your plan is reasonable and achievable. Once all approvals have been attained the form will be returned to the student and supervisor(s).

For more information about the extension process, review the [Math Faculty Program Extension web page](#).

Section 1: Student information

Student name: _____ Student number: _____

Department: _____ Program Level: Masters Doctoral

Supervisor(s): _____ Registration Status: Full-time Part-time

Section 2: Explanation of Delay

Please provide an overview of the factors leading to the delay in completion of your degree. In your explanation, include personal details at your discretion. This form will be read by your graduate officer and the associate dean (AD) for graduate studies. You are not required to include details of a medical diagnosis (if any) in your explanation.

Section 3: Plan for Completion

Describe in general terms your plan for completing your degree, discuss how you plan to address the factors that contributed to your delay, or indicate that they are no longer applicable.

Supervisor Comments (required):

Section 4: Detailed timeline to degree completion

Please outline your timeline to degree completion on a term-by-term basis. Include all remaining milestones/degree requirements in order by the term in which you plan to complete them. The term should begin from the term you are currently in, be consecutive and must be Winter, Spring or Fall. Any further resubmissions will be contingent on evidence of progress according to your previous extension, which is required to be attached to the new submission. Please discuss with your supervisor prior to completing the form to ensure your timeline is reasonable and achievable.

Number of terms completed at the start of the detailed timeline to degree completion: _____

Term	Milestone/Requirement	Sign once completed
		Student: _____ Supervisor: _____ Supervisor: _____ Grad Officer: _____ Associate Dean: _____ Date of Milestone/Requirement Completion: _____
	Post completion comments:	
		Student: _____ Supervisor: _____ Supervisor: _____ Grad Officer: _____ Associate Dean: _____ Date of Milestone/Requirement Completion: _____
	Post completion comments:	
		Student: _____ Supervisor: _____ Supervisor: _____ Grad Officer: _____ Associate Dean: _____ Date of Milestone/Requirement Completion: _____
	Post completion comments:	
		Student: _____ Supervisor: _____ Supervisor: _____ Grad Officer: _____ Associate Dean: _____ Date of Milestone/Requirement Completion: _____
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	Post completion comments:	
		Student: _____ Supervisor: _____ Supervisor: _____ Grad Officer: _____ Associate Dean: _____ Date of Milestone/Requirement Completion: _____
	Post completion comments:	

Department/Faculty & Supervisor comments (any time during the extension period):

Section 5: Approval of Extension and timeline (Only required for first faculty extension or resubmissions)

Supervisor(s)/Graduate Officers – sign below to indicate your approval of the plan and recommendation for program extension.

Supervisor: _____

Date: _____

Supervisor: _____

Date: _____

Graduate Officer: _____

Date: _____

Associate Dean: _____

Date: _____