



Policy Title: Request to Extend Time for Degree Completion Policy

Effective Date: 2022-04-25
Next Review Date: 2029-09-01

Parent Policy	None
Policy Administrator	Associate Provost, Research & Graduate Studies
Approving Body	Senate
Approval History	2022-04-25; Senate Motion #2021/22 – 019

Purpose:

The objectives of this policy are:

- To support students as they balance academic pursuits with demands of life.
- To provide a consistent approach for students across all FGS programs.
- To provide a system that encourages programs to manage student retention efforts with students who need to take extended time to complete their program of study.
- To provide the University with a mechanism for tracking enrollment status and graduation eligibility.

Scope of this Policy:

Faculty of Graduate Studies students (FGS) from both the School of Graduate Studies (TWU) and the Graduate School of Theological Studies (ACTS)

Policy Statement:

A student who is unable to fulfill the requirements of their degree within the timeframe provided by the program completion policy must request an extension to the time allowed for degree completion. Responsibility for approving a request to extend time for degree completion rests with the Associate Provost, Research and Graduate Studies. An extended date for degree completion must correspond with the end date of a semester. Extensions for degree completion may be granted up to one year/three terms. A maximum of two extension requests may be granted.

Definitions: None

Procedures: None

Child Policies: None

Other Related Policies: [Program Completion Policy](#)