

PROCEDURE. Students who require time for degree completion in addition to that provided in the Program Completion Policy (excluding time spent on-leave) may request an extension by submitting a completed and executed copy of this form, together with attached justification from their program director, to the Office of Graduate Studies (GradStudies@twu.ca), via their student @mytwu.ca email.

POLICY: [Program Completion Policy](#) (ED Dec 2021)

STUDENT INFORMATION

STUDENT NAME	STUDENT ID#	STUDENT EMAIL
PROGRAM OF STUDY DEGREE		STUDENT SIGNATURE

Program Start Date: ☐ Fall ☐ Spring ☐ Summer 20____

Original anticipated completion: ☐ Fall ☐ Spring ☐ Summer 20____

Extension requested: ☐ Fall ☐ Spring ☐ Summer 20____

Has the student had previous extensions? ☐ Yes ☐ No How many? _____

Has the student been on approved leave? How long? _____

REQUIRED ATTACHMENTS

- ☐ Memo. The Program Director must provide a memo justifying the request for extension and explaining why the requested extension timeline is reasonable. For subsequent extensions, an explanation of why the previous extension timeline was not met must be provided.
- ☐ Program completion timeline.
- ☐ Medical note, if applicable.

FGS PROGRAM CONFIRMATION

By signing below, I confirm this request for an extension to the time for degree completion.

Program Director (Name) Signature Date

OFFICE OF GRADUATE STUDIES USE ONLY

DATE RECEIVED BY OGS	OGS DETERMINATION <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	OFFICE OF GRADUATE STUDIES SIGNATORY
		Signature _____
		Signatory (Name) _____
		Date signed _____

