TRINITY WESTERN UNIVERSITY

Series: Academic / Courses, Curriculum, Exams (A 2)
Number: A 2-20

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

Policy Title: Request to Extend Time for Graduate Degree Completion

Parent Policy	A 4-01 Graduate Program Completion
Policy Administrator	Registrar
Approving Body	Senate
Approval History	2026-11-04; minor housekeeping edits to update Scope 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 graduate 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:
All graduate students

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 Vice Provost, Research & 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: None