



Students who are unable to complete their program degree requirements within the timeframe provided in the Degree Completion policy may submit a request for an extension by submitting a completed and executed copy of this form, together with attached justification, to the Office of Graduate Studies via their @mytwu.ca email.

Form with fields: Student Name, Student ID#, Student Email, Degree, Program

Form with fields: Program Start Date, Original anticipated completion, Extension requested, Has the student had previous extensions?

How long has the student been on leave, if applicable? _____

The Program Director/Equivalent 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.

Form with checkboxes: Memo from program attached, Extension Timeline attached, Medical note attached, if applicable

By signing below, we confirm that we request an extension to the time for degree completion.

Form with fields: Name of Student, Signature of Student, Date

Form with fields: Name of Program Director/Equivalent, Signature of Program Director/Equivalent, Date

The Office of Research and Graduate Studies [] approves / [] does not approve extending the time for degree completion, as noted.

Form with fields: Name of VPLGS, Signature of VPLGS, Date

PARENT POLICY: Faculty of Graduate Studies Program Completion Policy, approved by Senate on September 9, 2014.