



Extensions to Graduate Programs

Guidelines for Granting Extensions to Graduate Programs

Circumstances may sometimes justify an Extension to a student's Graduate Program beyond the normal maximum period identified in the Graduate Calendar.

- 1) An Extension to a Graduate Program may be considered under any of the following conditions which have interfered with the student's ability to complete their Program within the normal maximum period:
 - a) Illness, family strife, or unforeseen family responsibilities*
 - b) Pursuit of an employment opportunity which was a positive experience towards the student's Graduate Program*
 - c) Unforeseen difficulties beyond the control of the student in pursuit of the thesis research.

*Note: In cases (a) and (b) above, it is highly preferable that the student apply for a Leave of Absence from their Programs at the time of the situation which "stops the clock" on their normal time-for-completion of their Program.

- 2) A student applying for an Extension should complete an application for Program Extension and submit it to their Program Coordinator/Director for approval. The request should describe the reasons for the requested extension and a timeline for program completion. After the Program Coordinator/Director has reviewed the application it will be forwarded to the Dean of Graduate Studies and Research.
- 3) The Extension to a Program will be for a maximum of 1 year in length per request. Extensions can be granted a maximum of two times for Master's programs and three times for PhD programs.
- 4) A student at or beyond their normal maximum Program period who is denied an Extension will normally be required to withdraw from their Graduate Program.
- 5) A student who does not complete their Program within the maximum number of allowable Extensions will normally be required to withdraw from their Graduate Program.
- 6) Extensions will not be granted retroactively to a student who abandoned their Program (i.e. failed to register for one or more semester) and is beyond their normal maximum Program period.



**Application for Program Extension
For Graduate Students
(see Section 20 of the Academic Calendar)**

Student: Fill out sections 1 to 6

1. Provide your name and contact information

Student's Name _____ Student # A _____
Email _____ Phone # _____
Address _____

2. Provide information about your program

Program _____ Date Program Started _____
Thesis/MRP title _____
Supervisor(s) _____

3. Please indicate the period of time for which you are requesting an extension.

(Note: the maximum time for an extension is 12 months)

September to December _____ year January to April _____ year May to August _____ year

4. Please provide the reason for the extension. Attach an extra page, if needed.

5. Describe in detail your plan to complete your program within the time requested, complete with a timeline. Attach an extra page, if needed.

6. Please sign

Signature _____ Date _____

Supervisor: Fill out section 7

7. Sign the following declaration

I support the student's request for an extension and agree with their plan for completion in the time allowed by the extension.

Name _____ Signature _____ Date _____

Program Co-ordinator: Fill out section 8

8. Complete the checklist (Extensions should be recommended only for students in "good standing.")

- Student has been registered for all semesters since admission and is currently registered
- Student's CGPA is at least 3.00
- Student has achieved a passing grade in all courses

Recommended: YES NO

If extension request granted, revised completion date will be: _____

Anticipated graduation will be: Winter Spring Fall Year: _____

Comments: _____

Name _____ Signature _____ Date _____

<p>Return form to:</p> <p>Saint Mary's University Faculty of Graduate Studies and Research associatedean.fgsr@smu.ca</p>	<p>FGSR USE ONLY</p> <p>Extension Granted <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signature, Dean or Designate: _____</p> <p>Date: _____</p>
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