

TIME EXTENSION REQUEST

REQUEST DETAILS (TO BE COMPLETED BY THE STUDENT)

Student ID: _____ **First Name:** _____ **Surname:** _____
Email: _____@unbc.ca **Program of Study:** _____
Student Type: Domestic International **Status:** Full-time Part-time
Semester of Extension: Sept 20 January 20 May 20 **Admit Date:** _____

Explanation of Exceptional Circumstances

Please provide relevant background information to support your request. You can append documentation if more space is needed.

Timeline and Milestones to Degree Completion

Provide a detailed timeline outlining your plan for degree completion. This section is to be completed by the student in consultation with the supervisor(s). Append a document if more space is required. A sample timeline can be found on the [Time Extension section](#) online.

Date/Month	Milestone
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Student Signature:

Date:

SUPERVISOR(S)/ CHAIR APPROVAL

Please indicate your approval of the above plan by signing below. Include any additional information you wish to provide below or attach a document if additional space is required.

Supervisor Name:

Signature:

Date:

Co-Supervisor Name:

Signature:

Date:

Chair's Name:

Signature:

Date:

OGP USE ONLY

Date submitted for review:

Initials:

DEAN'S DECISION Approved

Additional information required

Denied

Print Name:

Signature:

Date:

INFORMATION AND INSTRUCTIONS FOR COMPLETION

Please ensure you are using the latest version of [Foxit Reader](#) or [Adobe Acrobat Reader DC](#) to complete this form.

Digital signatures are recommended. If you require help, a guide for using digital signatures can be found on the [forms section](#) of the Office of Graduate Programs website.

- To request consideration for additional time to complete degree requirements, **this form must be submitted prior to the end of the semester in which the student's time limit expires.**
- **Time extension [fees](#) apply** (equivalent to the FT regular instalment rate).
- Regulations on time limits can be found in the [Graduate Academic Calendar](#).
- Incomplete forms will be returned to the student.

Under exceptional circumstances, time extensions may be granted by the Dean. The request must include a timeline for the completion of the degree and evidence of supervisory support.

A time extension will normally be approved for two semesters with the expectation that all outstanding degree requirements of a student's graduate program (including the defence and thesis corrections) are completed within this period of time. Only in exceptional circumstances will further time extensions be granted.

Students who fail to complete at the end of a time extension will be required to withdraw from their graduate program.

In order to be considered for a time extension, the following requirements must be met:

1. Students must be in good standing at the time of the request with no outstanding holds (including for owed fees or tuition) on their student account.
2. There can be no periods of missing registration and students must be registered at the time of the request.
3. All required paperwork must be on file including the most recent required progress report.

Visit the Office of Graduate Programs [website](#) for more details.
