

# Petition For Extension of Program Time Limit

(For use by Ryerson Graduate Students)

Students who have reached the maximum time allowed for their program must submit this form to their Graduate Committee/Program Director to petition for an extension of their program time limits. *One term extensions may be approved by the Program Director. For extensions of more than one term, or a request for a second extension, the request must be approved by the Dean, Yeates School of Graduate Studies. (see Masters and PhD Policies and Procedures - 3.8.2 Time to Completion)*

If a *Petition for Extension of the Program Time Limit* is not submitted and approved by the end of the first month of the term (**Fall-September 30, Winter-January 30, Spring-May 30**), students will be automatically discontinued from their program. In such cases an academic decision of *Dismissed* will be applied to the student's academic record and reapplication to the program for a future term will be required, but is not automatic.

Last Name, First Name and Initials		Student ID No.
Program: (e.g. Chemical Engineering)	Degree Type: (e.g. PhD)	Program Term No.
Supervisor:	Attendance: (e.g. Full-time; Part-time)	Extension Requested

Specify below the reason for the delay in completing your degree requirements. Attach a detailed report indicating your progress to date and a detailed plan for the completion of your degree program (include deliverables and deadlines; and a time line to completion). If you are a PhD student, attach a copy of your most recent Supervisory Committee Report. Forward this petition to your supervisor.

Student's signature:	Date:
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**RECOMMENDATIONS & APPROVALS (in sequence)**

Supervisor's Recommendation:

<input type="checkbox"/> Approve  <input type="checkbox"/> Not Approved	Supervisor (Print)	Signature	Date
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Graduate Program Director's Recommendation:

<input type="checkbox"/> Approve  <input type="checkbox"/> Not Approved	Graduate Program Director (Print)	Signature	Date
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Graduate Dean's Recommendation: (Required for extensions of more than one term or for a second request.)

<input type="checkbox"/> Approve  <input type="checkbox"/> Not Approved	Graduate Dean (Print)		
Number of Terms	Graduate Dean (Print)	Signature	Date

The personal information you have provided is collected under the authority of the *Ryerson University Act*. The information will be used as required for the administration of the student's degree program within the University and for related statistical purposes. Questions about this collection should be directed to the Director of Academic Administrative Services, Yeates School of Graduate Studies. To learn about Ryerson's Policy on the protection of personal information visit [www.ryerson.ca/privacy](http://www.ryerson.ca/privacy)