



# REQUEST FOR EXTENSION TO TIME ALLOWED FOR DEGREE COMPLETION

Letter will be issued to address provided below:

<b>STUDENT INFORMATION:</b>		Student Number:
First Name:	Last Name:	
Address:		
Address:		City:
Prov/State:	Postal Code:	Country:
Email:	Degree: (e.g. PhD, MA)	Program Name:

Original Program End Date: \_\_\_\_\_

Extension requested to:     Dec 31, 20\_\_                       April 30, 20\_\_                       Aug 31, 20\_\_

Please see <http://www.grad.ubc.ca/faculty-staff/policies-procedures/extension> for information on extensions.

The graduate program must include the following in its request to the Faculty of Graduate Studies:

- memo justifying the request for extension. Memo should include the date of the last Supervisory Committee meeting and the written report from that meeting.
- schedule (Extension Timeline) showing how the thesis will be completed in the period requested. For sample Extension Timeline: <http://www.grad.ubc.ca/faculty-staff/admin-resources-templates/sample-extension-time-line>

Students will be required to submit one or more progress reports on or before dates specified by the Faculty of Grad. Studies.

Memo attached                       Timeline attached                       Medical note attached (if applicable)

**I request an extension to the time allowed for degree completion for the above student.**

Please note that this form will not be processed for students who have outstanding fees.

## Approval of Research Supervisor:

\_\_\_\_\_  
Signature                                      Name (Please Print)                                      Program                                      Date (yyyy/mm/dd)

## Approval of Graduate Program Advisor:

\_\_\_\_\_  
Signature                                      Name (Please Print)                                      Program                                      Date (yyyy/mm/dd)

<b>Faculty of Graduate Studies use only:</b>	
Date of Approval	Signature of Director of Student Academic Services
Extension Granted: <input type="checkbox"/> 1 <sup>st</sup> Ext. <input type="checkbox"/> Add. Ext. <input type="checkbox"/> Final Ext.	Progress Reports: _____
New Program End Date:	Report due date(s):