Graduate Studies – Request for Program Extension

School of Graduate and Postdoctoral Studies (SGPS)

This form is for graduate students who have exceeded their maximum program length. Program time limits are outlined in the Graduation and Conferral of Degrees Policy. Students must formally request an extension to their program should they exceed the stated time limits. Program extensions do not guarantee extension of financial support. International students should contact the International Office regarding their program extension.

Step 1: Student meets with supervisor(s) to discuss their research progression and develop a plan for completion.
Step 2: Student and supervisor must complete the Research Progress Report for the current term.
Step 3: Student and supervisor complete this form.
Step 4: Student submits this form to their graduate program office for approval and processing at the faculty level.
Step 5: Graduate program office submits form to SGPS (gradthesis@ontariotechu.ca).

Note: this form will not be reviewed by SGPS without the completed Research Progress Report. For questions, contact gradthesis@ontariotechu.ca.

Student Last Name: Student First Name: Student Number: Program:

ontariotechu.net Email Address: Admit Term (eg. Winter 2025): Student Status:

Have you previously requested an extension? Requested Length of Extension (Number of Terms):

☐ Yes ☐ No

Provide a rationale/explanation for the delay in your degree completion, and an overview of your research progress to date (attach an additional document if needed):

Outline a planned timeline for your completion, including your remaining research milestones and the anticipated completion date of each (attach an additional document if needed):

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OntarioTech Graduate & Postdoctoral Studies

Supervisor/Project Advisor Information:

Supervisor: Co-supervisor (if applicable): Faculty:

Supervisor's Comments (attach an additional document if needed):

By signing this form, I acknowledge exceeding my program's time limit. My account will be on hold until the extension request is approved. If unresolved by the registration deadline, reinstatement/readmission may be required and is not guaranteed.

Student's Signature: Date:

To be completed by the Supervisor/Co-supervisor (if applicable), Graduate Program Director and SGPS Associate Dean:

Supervisor Signature:	Co-supervisor Signature:	GPD/Designate Signature:	Associate Dean SGPS Signature:
Date:	Date:	Date:	Date:
☐ Approved ☐ Declined	☐ Approved ☐ Declined	☐ Approved ☐ Declined	☐ Approved ☐ Declined

SGPS USE ONLY

Processed by: Signature: Date:

Personal information on this form is collected under the authority of the *University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O.* and will be collected, protected, used, disclosed and retained in compliance with Ontario's *Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31*. This information will be used to administer program extensions. Questions regarding the collection of your personal information may be directed to: Ontario Tech University Access and Privacy Office, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.8668, ext. 6705, email: accessandprivacy@ontariotechu.ca. For an alternative format of this form, contact gradstudies@ontariotechu.ca. This form was last updated in January 2025.