

# 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 ([gradstudies@ontariotechu.ca](mailto:gradstudies@ontariotechu.ca)).

**Note:** this form will not be reviewed by SGPS without the completed Research Progress Report. For questions, contact [gradstudies@ontariotechu.ca](mailto:gradstudies@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?

Yes

No

Requested Length of Extension (Number of Terms):

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):

