

Request for an Extension of Time to Complete Program of Study

This form must be received by the Faculty of Graduate and Postdoctoral Studies at **least three, but no more than four months** prior to expiration of the respective maximum time limit.

Program Start Date _____
(mm / yyyy)

Part A | To be Completed by the Student

Name (LAST, First) _____ Student Number _____

Email (student@myumanitoba.ca) _____

Program of Study: Master's PhD Major Department/Unit _____

Requesting time be extended to the following graduation date:

February May October / Year _____

Have any earlier extensions been granted? Yes No

Please append the following *required* information to this application:

Details on any earlier time extensions (if applicable).

Reasons/extenuating circumstances for not having completed the degree requirements within the time limit or since your last time extension request.

An outline of the work not yet completed and a timeline indicating when significant portions of that work will be completed. Please include specific information on the work that remains (e.g. Write chapter 5, complete revisions, distribute thesis, defend thesis, etc.) and the dates by which this work will be completed.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of determining your eligibility for a time extension, to administer your time extension (if approved), and for communication. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Student Signature _____ Date _____
(mm/dd/yyyy)

Note: The Faculty of Graduate and Postdoctoral Studies, from time to time, may require a memo from the Advisor/Co-Advisor updating our office on the progress of the student since granting the extension.

Part B | To be Completed by the Student's Department/Unit

The department/unit:

Agrees in general with the facts in the student's statement	Yes	No
Feels that the schedule proposed by the student is realistic	Yes	No
Supports this request for an extension	Yes	No

Course Currency*

Do all the student's required courses fall within the 7 year limit?	Yes	No
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If **no**, a [course currency form](#) **must be appended** to this application as indicated by the Graduate Studies regulations on page 2 of this form.

Signature

Date (mm/dd/yyyy)

Advisor _____

Co-Advisor (if applicable) _____

Department/Unit Head/Grad Chair _____

Deadline

This form must be received by the Faculty of Graduate and Postdoctoral Studies at least three, but no more than four months prior to expiration of the respective maximum time limit. (e.g. June 1 for the October graduation period). Please refer to [The University of Manitoba Graduate Calendar](#) and the [Faculty of Graduate Studies Academic Guide](#) for regulations pertaining to extensions.

Maximum Time Limits

Please see the 'time in program' section of the [Academic Guide](#) for individual degree programs.

*Course Currency/Expiration

Courses completed more than seven years (for those admitted in Fall 2013 or later), and more than eight years (for those admitted prior to September 2013), and prior to the date of awarding of a degree may not normally be used for credit toward that degree except on specific recommendation from the department/unit concerned. Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree.

This recommendation should include an indication that the student possesses a familiarity with current theory in the area of the coursework, notwithstanding the age of the course(s) per se; and that the present requirements of the graduate program would be met with inclusion of the course(s) in question.

If the department/unit is not prepared to recommend extended credit for such course(s), the statement must indicate the arrangements for replacement of the course(s).