



The authority to grant a first extension to complete coursework, which is not to exceed one session beyond the original SGS deadline (refer to the [SGS Calendar](#)), is with the graduate unit in which the course was offered, not the instructor of the course. Submit a completed form to the Graduate Coordinator of the graduate unit the course was offered for approval.

A non-standard **second** extension to complete coursework must be approved by the Graduate Coordinator in which the course was offered and will be reviewed by the Vice-Dean, Students of SGS. A non-standard second extension to complete coursework must be accompanied with a letter of substantive rationale by the student and Graduate Coordinator and with supporting documentation such as a medical certificate.

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| Last Name: | First Name(s): | Student Number: |
| Degree: | | Session: Fall Winter Summer |
| Graduate Unit: | | Full-time Part-time |
| Have you had a previous first extension to complete coursework? Yes No, this is a first extension | | |
| If no, provide a reason for the request (for a medical/injury reason attach supporting documentation): | | |
| If yes, provide the date on which the extension expires: | | U of T Email: |

Section 1: Request for Extension to Complete Coursework (to be completed by the student).

| Academic Activity Code | Course/Activity Title | Required (Y/N) | Session Code | Meeting Session | |
|--|-----------------------|-----------------|--------------|-----------------|------------------------|
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| a. Length of extension to complete coursework you are requesting (limit of one session per extension request; e.g. Jan.2015 to Apr.30, 2015): | | | | | |
| Assignments and original deadlines in the course: | | | | | |
| Assignment | Deadline | Completed (Y/N) | | | |
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| Other courses for which you currently have an extension: | | | | | |
| Academic Activity Code | Course/Activity Title | Required (Y/N) | Session Code | Meeting Session | Date Extension Expires |
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| Other courses for which you are currently seeking an extension: | | | | | |
| Academic Activity Code | Course/Activity Title | Required (Y/N) | Session Code | Meeting Session | |
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| *By signing this form, I request that the above course be considered for extension, not to exceed one session. In the event of a non-standard second extension to complete course work, I have attached a letter of substantive rationale with supporting documentation (e.g. medical certificate). | | | | | |
| Student's Signature*: | | | | Date: | |

Section 2: Instructor Approval (to be completed by the course instructor).

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| Do you support the student's request for extension to complete coursework (see Section 1a.)? | Yes | No |
| If not, indicate rationale to deny the request or an earlier deadline for the extension to complete coursework (e.g., Apr 15, 2015): | | |
| Provide rationale, if recommending a non-standard second extension to complete coursework (see Section 3a to d). | | |
| Instructor's Signature: | Date: | |

Section 3: Chair/Director/Graduate Coordinator Approval (of the graduate unit the course was offered).

Legitimate reasons for an extension to complete coursework can be academic in nature (i.e., unexpected problems of research in a course; or non-academic, e.g., illness). In order to ensure fairness in the granting of extensions to complete coursework (or a continuation of a previous extension), the relevant graduate unit must be reasonably certain that:

- a. The reasons for the delay are both serious and substantiated;
- b. The student would not be granted an unfair academic advantage over fellow students in the course;
- c. The student has a reasonable chance of completing outstanding requirements within the time to be allotted;
- d. The student would not be jeopardizing the normal and satisfactory completion of new coursework. The graduate unit, in consultation with the student, may determine that new coursework should not be undertaken until the outstanding coursework is completed.

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| Request for extension to complete coursework: | Approved | Denied |
| Provide rationale, if recommending a non-standard second extension to complete coursework. | | |
| Chair/Director/Graduate Coordinator's Signature: | Date: | |
| Graduate Administrator, indicate SDF was added on ROSI for a first extension to complete coursework: Yes** | Date: | |
| (**Added before the SGS deadline; if after, submit to SGS). | | |

Section 4: Vice-Dean, Students, School of Graduate Studies Approval

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| Request for non-standard extension to complete coursework: | Approved | Denied |
| Vice-Dean's Signature, School of Graduate Studies: | Date: | |

Freedom of Information and Protection of Privacy Act: www.rosi.utoronto.ca/fippa.php