McMaster University

School of Graduate Studies
Request for Extension
Updated May 2025

Notes:

1. For Time to Completion extension requests, you must read section 3.3.2 of the Graduate Calendar regarding program time limits prior to submitting this request form. The final term possible for full-time enrollment is as follows: **Term 11 in a Master's program and Term 20 in a PhD program**.
    a. When reviewing the Time to Completion request, the Associate Dean can either approve the request with conditions (e.g., limit of one term extension and a committee meeting required before defence date) or decline the request and recommend the student is withdrawn in good standing.
2. Parts A, B and C of this form must be fully completed to give sufficient information for making decisions.
3. All forms should be completed in accordance with the regulations of the School of Graduate Studies Calendar and will be retained as part of the student's official record.

First Name:	**Full-time** ☐ **Part-time** ☐
Last Name:	**Full Program Name:**
Student ID Number:	**Degree:**
Is this your first request? **Yes** ☐ **or No** ☐	**What is your current Term Count?**
Nature of Extension: ☐ Time to Completion (including final defence) ☐ Milestones (including Comprehensive Examination) ☐ Visiting Scholars ☐ Course Requirements (e.g. an INC until a certain date) ☐ PhD Supervisory Committee Meeting	**Extension End Date:** (e.g., INC grade due by 2024/05/30, or extend for one additional term until 2024/08/31)

Part A: Statement by Student (If this is a Time to Completion request, student must include a proposed plan for completion in their program including dates and timeline for completion.)

Date:	**Signature**:

Part B: Statement by Supervisor (Supervisor to comment on proposed plan by student above.)	
Date:	**Signature:**
Printed Name of Faculty Member:	
Part C: Statement by Chair/Graduate Advisor/Department Approver (Please ensure to comment on students proposed plan above.)	
Date:	**Signature:**
Printed Name of Chair:	

Once parts A, B, and C of this form are fully complete, please submit via Service Request "Request for Extension" – R0006