



## COMPLETION TIMELINE EXTENSION FORM

If a student wants to request an extension to their program completion timeline, they must meet with their program leader and complete this form. For more information about completion timeline, please refer to the [Graduation Procedure \(pdf\)](#).

### PART A: STUDENT INFORMATION – to be completed by the student

<b>Student Name: (Last, First)</b>	<b>Student ID Number:</b>	<b>Program:</b>
<b>Phone Number:</b>	<b>Email:</b>	
<b>Term you <u>started</u> the program: (eg. Fall 2014)</b>	<b>Term you were required to complete the program (eg. Winter 2021):</b>	<b>Term you <u>plan</u> to complete all program requirements by (eg. Winter 2023):</b>
<b>Why are you unable to complete the program within the required timeline?</b>		
<b>How would you ensure that you can complete all program requirements within the extended timeline?</b>		

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

MM/DD/YYYY



## PROGRAM CURRICULUM – to be completed by program area

1. Has the program's curriculum changed since the student's admit term?

☐ Yes (move to question #4)

☐ No (proceed to the next question)

2. Can the student complete the remaining program requirements before the next planned curriculum change?

☐ Yes

☐ No

3. When will the current curriculum be phased out? \_\_\_\_\_

4. First implementation date of the new curriculum: \_\_\_\_\_

The students must repeat the following courses due to curriculum changes:

Program Leader (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

MM/DD/YYYY

## HOW TO SUBMIT:

- **Student:** Please meet with your Program Chair to complete part B of the form.
- **Program Chair:** Please submit the completed form to the Records team in the Office of the Registrar for review. Once reviewed, this form will be forwarded for approval.

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## APPROVAL – Office of the Registrar use only

☐ Approved

☐ Not Approved

**Rationale:**

Procedure Owner or Designate (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

MM/DD/YYYY