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<b>Type:</b>	<a href="#">B – Educational (Senate)</a>	<b>Last Approved:</b> June 4, 2020
<b>Executive Responsibility:</b>	Provost and Vice-President Academic	<b>Policy:</b> <a href="#">96.08</a>
<b>Administrative Responsibility:</b>	Registrar	

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1. Determination of impacted students

- 1.1 Students will provide plans for completion, which will be reviewed annually. The Director or Chair of each graduate program will determine a listing of students, by term or annually, who are at risk of not completing their program within the generally allowed timeframe.
- 1.2 The Director or Chair of each graduate program will work with each student to determine the remaining requirements, and will document the findings.

2. Student enrolment in additional courses

- 2.1. Students with required courses not yet completed within the normally allotted timeframe will work with their program Director or Chair to develop a plan for course completion.
- 2.2. The program Director or Chair will determine if: (1) required courses are available within the next three terms; and (2) if alternative courses or instructional methods (for example, a directed study) will be considered to replace any courses that are not available to the student.
- 2.3. Students may take up to an additional three terms to complete these courses.

3. Student enrolment in Thesis/Major Project Extension

- 3.1. Students who have completed all course work and/or a required internship and have initiated the thesis/major project but are unable to complete it within the normally allotted time must immediately enrol in at least one intake of EXTN 500: Extended Research.
- 3.2. Graduate students who are intending to complete their program are required to maintain their enrolment each term through registration in EXTN 500: Extended Research.
- 3.3. Students may extend their research with a maximum of three (3) consecutive enrolments in EXTN 500.
- 3.4. Students who choose not to complete all requirements may withdraw from an EXTN to receive a grade of “W” for their thesis/major project.

3.5. Students who do not complete their thesis/major project by the end of the third EXTN and do not withdraw from the third EXTN will receive a grade of “UW” for their thesis/major project.

4. Student failure to re-enrol

4.1 Students who have not registered in a program for three consecutive terms (12 months) are considered to have withdrawn from the program and if they wish to return will be required to complete a new application to the program with no guarantee of admission.

5. Extraordinary Circumstances

5.1 This timeframe may be extended for extraordinary circumstances, at the discretion of the Dean.

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