TST ADVANCED DEGREE PROGRAM
Request for an Extension to Complete the Program

According to the Advanced Degree Handbooks, the time limit for students in all advanced degree programs to complete all the requirements for their program, including their thesis, is six years from their first registration in the program (§6.5.2 – ThD/PhD; §6.4.2 – MA & ThM). Students who fail to meet this deadline may apply for an extension (subject to any conditions stated in the program Handbook). Extensions are granted for a one-year period, and can be renewed for one year. They allow students to continue registering and making use of the resources of the school to finish their program. Extensions are granted from September 1 to August 30 or from January 1 to December 30. To request an extension, a student needs to complete the following form and obtain a signature from the AD Director of the school of registration. (Further program extensions can be granted only through petition to the AD Council; such petitions are rarely granted. See the pertinent sections in the Handbooks.)

NAME OF STUDENT _____ STUDENT NUMBER _____

DEPARTMENT _____ COLLEGE _____

PROGRAM _____ DATE OF ADMISSION TO PROGRAM _____
month/year

PERIOD FOR WHICH THE EXTENSION IS REQUESTED _____ to _____
month/year month/year

THIS IS A **FIRST** [or] **SECOND** EXTENSION (circle one)

REASONS FOR THE REQUEST (Use the following space or submit a separate letter. All information will be treated confidentially.)

STUDENT SIGNATURE _____ DATE _____

APPROVED: AD DIRECTOR
OF STUDENT'S SCHOOL _____ DATE _____

APPROVED: TST AD DIRECTOR _____ DATE _____