Undergraduate, Law and Chang School Timespan Extension Petition Form

Part 1. Student Information (To be completed by Student)

TMU Student Number: _____

 Name: _____

TMU Email Address: _____

Part 2. Program Information (To be completed by Student)

Program   **Faculty**

Instructions:

Under extenuating circumstances, students may petition for an extension beyond the established timespan for their program. Please see Policy 170(a) (section 9) for detailed timespan calculation information.

As per Policy 170(a) Procedures (Section 12), students requesting a timespan extension must submit all of the following documentation to support their request:

1. Explanation for the reason of the request including any extenuating circumstances.
2. Detailed and realistic academic plan of study and time line for completion during the extension period including the length of extension being requested.
3. Supporting documentation to demonstrate the extenuating circumstances.

Undergraduate and Law Students – Please complete the Timespan Extension Petition Form and submit it to your School or Program Department for review. Your Program Department will forward your petition to the Dean or Designate for consideration.

Chang School Students – Please complete the Timespan Extension Petition Form and submit it to ce@torontomu.ca for review. The Chang School will forward your petition to your Program Director for review and consideration.

I am attaching:

Undergraduate, Law and Chang School Timespan Extension Petition Form

A letter to the Dean or Designate or Program Director with explanation of the reason for the request including any extenuating circumstances

A detailed and realistic academic plan of study and time line for completion during extension period

All supporting documentation

I understand that Timespan Extension Petitions are considered only under extenuating circumstances and are subject to approval from the Dean or Designate (Undergraduate or Law) or Program Director (Chang School).

Student Signature:_____Date: _____

Authorization (To be completed by the Dean or Designate or Program Director)

Is the student approved for a program timespan extension?

Yes   No

Student is approved for a timespan extension to the end of the following term and year:

(For example: Winter YYYY) _____

- Dean's Office will notify students of the outcome of the petition.
- Please forward approved Timespan Extension decisions and all supporting documentation to Student Records in the Registrar's Office at studentrecords@torontomu.ca for updating.

Print Name: _____ Signature: _____ Date: _____

Office of the Registrar Use Only

Processed by: _____   Date: _____