



KILLAM CENTRE FOR ADVANCED STUDIES
 2-29 TRIFFO HALL

Phone: 780.492.3499 Fax: 780.492.0692
<http://uofa.ualberta.ca/graduate-studies>

Student ID	Student Last Name, First Name		
Department	Degree Program	Specialization (if any)	

Complete and forward the following information to the Faculty of Graduate Studies and Research.

For second or subsequent extensions, the department must also submit the following:

- **From the supervisor:** An explanatory letter summarize the student's progress to date, a timeline for completion of program approved by the supervisor and/or supervisory committee
- **From the student:** An explanatory letter with the expected completion date and a timeline for completion of program

For more information refer to the University Calendar [Section 203](#) and [Section 7](#) of the Faculty of Graduate Studies and Research Graduate Program Manual.

Number of Extension(s):

- 1st extension
 2nd extension
 3rd extension
 4th or more extension

Extension requested to:

- Spring Convocation Deadline Year _____
 Fall Convocation Deadline Year _____

We are aware of the policy regarding extensions as set out in the University Calendar. We attest that this request is based upon exceptional and unavoidable circumstances.

 Student Signature (digital or hand-written)

 Date

 Name of Supervisor

 Signature (digital or hand-written)

 Date

I support the above student's request for an extension based on information provided by the supervisor and student.

 Name of Graduate Coordinator/ Dept Chair

 Signature (digital or hand-written)

 Date

Personal information on this form is collected under the authority of Section 33(c) of Alberta's **Freedom of Information and Protection of Privacy Act** for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 780-492-3499 or see <http://www.ipa.ualberta.ca/>

Faculty of Graduate Studies and Research use only:

- Approved Not Approved
 Spring Convocation Fall Convocation
 Admit Term: _____

Comments: _____

 Signature & Date