

## Time Limit Extension Form

Faculty of Graduate Studies

Last Name, First Name, Initials	Student ID#
Program	UWindsor Email

Students whose program limit has expired must request an extension to their time limit.

PhD students must complete all requirements for the degree within six consecutive years.

Master's students must complete all requirements for the degree within three consecutive years, except for certain Master's programs available on a part-time basis. In these latter programs, the time limit will depend on the nature of the program, but will not normally exceed five consecutive years.

### **Rationale and Program recommendation**

Please provide a detailed plan for completion including outstanding program requirements and a timeline.

**The plan must be approved and submitted by the last day for registration in the first term beyond your time limit.**

Advisor Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:** This form needs to be submitted as a **Service Request** in UWinsite Student. Login to your student account - select **Research Tracking** - then **Service Requests** - create **New Service Request** - select **Research Activities** - select **Time Limit Extension** - Choose your program - **Add attachment** - Upload this form and any attachments - Add any relevant comments to text box – **Click Submit**