

Senate Policy

Extended Deadlines for Course Work, Graduate Studies

3.11

Description:

This policy outlines the criteria and procedures by which a student unable to complete course work within the term may request an extension to the deadline to submit their work.

Approvals:

Revised by Graduate Studies Committee: December 2010
Approved by Academic Policy and Planning: January 2011
Approved by Academic Council: January 2011

Revised by Graduate Studies Committee: April 2018
Approved by Academic Standards Committee: April 2018
Approved by Senate: May 2018
Effective: September 2018

Revised by Graduate Studies Committee: December 2022
Approved by Academic Standards Committee: January 2023
Approved by Senate: January 2023
Effective: May 2023

Approval Authority: Senate

Signature: Simone Jones, Chair

Policy:

Students are expected to meet course work deadlines and are advised to plan their individual studio, self-directed learning and research projects accordingly. Under extenuating circumstances, students who are unable to complete a limited amount of course work may submit a formal request for an extension.

This policy does not apply to the completion of the Thesis or Major Research Project/Paper or the final course of a course-based graduate degree. See the Graduate Studies Minimum Registration Period and Time Limits Policy.

Application for Extensions to Complete Course Work:

Requests for extensions during the term must be submitted to the course instructor and are subject to the approval of the instructor. Requests for extensions beyond the end of term must be submitted in writing prior to the last day of classes and are subject to the approval of the instructor of the course and the Dean, Graduate Studies (or designate).

Grade Reporting Procedures for Course Extensions:

Students will receive a grade based on work submitted to date. This grade will stand until a change of grade is received and approved.

Impact of Extensions on Subsequent Terms:

Extensions beyond the start of the next term may impact a student's academic standing.

Where a course is requisite for future courses, extensions may impact registration in subsequent terms.