Carleton UNIVERSITY
Canada's Capital University

Faculty of Graduate and Postdoctoral Affairs
Extension Request Form

(All requests must be discussed and supported by the academic unit)

1. **Date (mm/dd/yyyy)**: _____ Term of Admission: _____

2. **Student Information:**

   Name: _____ Student #: _____

   Department: _____ Degree: _____

   Carleton Email: _____

3. **Extension** for (term): _____

   Time limits are strictly enforced (Section 13.5 of the Graduate Regulations). Prior to considering an extension, FGPA requires a statement as to why the extension is required; and a specific time line/schedule indicating how you intend to complete your program requirements within the **extended term**. This needs to be reviewed and approved by your Research/Thesis Supervisor to guarantee that it meets with their schedule. **Please enter your statement in the space below.** Attach extra sheets if more space is required.

4. **Status Change to:**

   Full Time ○ Part Time ○

Student Signature: _____ **Research/Thesis Supervisor Signature:** _____

Authorized Departmental Signature: _____ Date (mm/dd/yyyy): _____

FGPA USE ONLY (Index: **REG - In Program Revision**)

Request Approved:

Request Denied: Reason:

Data Entered: Date: Charged to account:

"The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact Joanne Bree, FIPPA representative for the Faculty of Graduate and Postdoctoral Affairs, 512 Tory Building, 613-520- 2525. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law."

Tel: 613-520-2525 **Faculty of Graduate and Postdoctoral Affairs** **Fax: 613-520-4049**

http://gradstudents.carleton.ca/ **512 Tory Building** **graduate_studies@carleton.ca**