

Policy Title: Program Completion – Graduate Studies Program

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Policy Sponsor:	Dean, Undergraduate and Graduate Education		
Date Approved:	April 2, 2026	Effective Date:	April 2, 2026
Date Last Reviewed:	April 2, 2026	Date of Mandatory Review (expiry date):	April 2031

1. POLICY

1. The amount of time to complete the academic requirements of the Graduate Studies Program may not exceed 150% of the amount of time allotted for full-time or part-time completion.
2. Under extenuating circumstances, extensions to the time for completion may be approved by the Dean, Undergraduate and Graduate Education upon the recommendation of the Director, Graduate Studies, and the Registrar.

2. PURPOSE

To establish the maximum period of time a student may be enrolled in the Graduate Studies Program.

3. SCOPE

All registered Graduate Studies Program students.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A

5. RELATED POLICIES (not a comprehensive list)

- Graduation
- Leave of Absence
- Part-time Students

6. DEFINITIONS

Extenuating circumstances are those that are beyond the control of the student. They may be unexpected and could include, but are not limited to, illness or injury to themselves or others. In order to be considered, circumstances related to illness or injury must be comprehensively validated in terms of their limitation on academic functioning and student well-being by a health care professional who is licensed within the specific scope of practice. For circumstances not related to illness or injury, other supporting documentation must be provided on request.

7. PROCEDURES

N/A

8. HISTORY

New Policy Approved (date):	April 27, 2017
Policy Revision History (dates):	March 30, 2023

9. ATTACHMENTS

None.