

REQUEST TO EXTEND TIME LIMIT FOR PROGRAM COMPLETION

(Students should consult with an Academic Advisor)

All requirements for a credential must normally be completed within 10 years, unless noted otherwise in the [University Calendar](#). Courses older than the time limit are normally excluded from a graduation audit in [My Action Plan \(MAP\)](#). However, a time extension, allowing older courses to fulfill requirements, may be approved by the Dean responsible for the program. For more information about time extensions, please refer to [Policy AR 16: Requirements for Graduation](#) and see an [Academic Advisor](#).

A request for a time extension may only be made for the program in which the student is currently enrolled, i.e., the program shown when the student logs-on to MAP (see kpu.ca/myactionplan). If the time extension is intended for a different program, then the student must declare or change into that program before making the request (see kpu.ca/declaration).

All requests must be submitted to an Academic Advisor for forwarding to the appropriate Dean's Office. If approved by the Dean or Associate Dean as academically appropriate, this form will be forwarded to the Graduation Unit of the Office of the Registrar to be applied to the student's MAP audit. Please be advised that the entire process can take up to 4-5 weeks. Any extensions should be completed before a student applies to graduate.

| Student Information: | | |
|--|--|---|
| First & Last Name | Student Number | |
| Student Signature | KPU email address | |
| Program and course information: | | |
| Program of Study to which extension applies | Anticipated Semester and Year of Program Completion | |
| Yearly edition of the University Calendar for which graduation requirements will be fulfilled <div style="text-align: center; font-size: 1.2em;">20 _____</div> | Number of courses on your record that will be more than 10 years old at your anticipated semester and year of graduation? <small>(Use the <i>Courses Taken</i> link in MAP to list all your courses by the year taken.)</small> | |
| Rationale for the time extension (required): | | |
| | | |
| Dean/Assoc. Dean Use Only | | |
| Print Name: | Signature: | Date |
| Approved <input type="checkbox"/> (forward to Grad Unit of OReg) | | Denied <input type="checkbox"/> (return to student) |
| Office of Registrar Use Only | | |
| Date Received: | Date Processed: | Initials: |

