

Policy Number	4.11
Approval Body	Board + Senate
Policy Officer	VP Academic
Approval Date	May 2009

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## 4.11 FACULTY OF GRADUATE STUDIES: EXTENSION TO TIME ALLOWED FOR PROGRAM COMPLETION

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### ENABLING LEGISLATION + LINKED POLICIES

#### *University Act*

Powers of the Board:

- Section 27 (2) Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:
- (r) with the approval of the senate, to determine the number of students that may in the opinion of the board, having regard to the resources available, be accommodated in the university or in any faculty of it, and to make rules considered advisable for limiting the admission or accommodation of students to the number so determined

### OBJECTIVE

The objective of this policy is to establish parameters for extension to time allowed for program completion for graduate students in the Faculty of Graduate Studies at Emily Carr University of Art + Design (University).

### SCOPE

This policy applies to students in the Faculty of Graduate Studies.

### POLICY

Extenuating circumstances not of the student's making may justify allowing the student additional time to complete his or her degree program. University regulations establish a four-year time limit (including extension) for the completion of a master's degree. The time that the student is on approved leave does not count in the determination of the time limit.

A request for a one year's extension will be received favorably if it is fully justified and supported by the student's thesis supervisor and the Dean of Graduate Studies. A second year's extension requires a compelling rationale from the Graduate Program and an explanation of the special circumstances that would justify an exception. All extension requests from the Graduate Program must include a schedule showing how the thesis will be completed in the period requested. Extensions will not be granted beyond two years. An extension fee will be assessed.