

Time Span Extension

Instructions

Chang School of Continuing Education students registered in a Certificate Program may request accommodation for additional time beyond the established time span.

Please email the completed form (Part 1 and Part 2) to ceprogram@ryerson.ca for review.

Time span extension decisions will be issued by The Chang School of Continuing Education to your Ryerson email address.

Part 1. Student Information (To be Completed by Student)

Ryerson Student Number

Ontario Education Number (OEN) (Optional)

Last Name (PRINT)

First Name(s) (PRINT)

Home Phone

Business Phone

Ryerson Email Address

Part 2. Certificate Program Information (To be Completed by Student)

Certificate Name

I am requesting a Chang School of Continuing Education Certificate Program time span extension for the following reason (please include supporting documentation):

Medical Employment Course Offering Other

Number of course(s) outstanding towards this Certificate Program: _____

Time required to complete the outstanding course(s): _____

I understand that Certificate Program time span extensions are subject to approval from the Program Director and are based on my academic record.

Student Signature

Print Name

Date

Part 3. Authorization (To be Completed by Program Director)

Is this student eligible for a Certificate Program time span extension?

Please forward approved time span extension requests to Registrar's Office: Student Records.

Yes No → Notify student of time span extension decision.

Student is approved in a time span extension to the following term (inclusive): _____

Name: _____

Extension: _____

Signature: _____

Date: _____

Part 4. To be completed by Student Records

Extension Complete Initials: _____

Date: _____