

Instructions

Students registered in an undergraduate program may request accommodation for additional time beyond the established time span.

Please see [Policy 46 \(section 2.5\)](#) for detailed time span calculation information.

Please complete Part 1 and Part 2 of Time Span Extension Form and submit to Dean of the relevant Faculty or School for review. Please see [Departmental Listings](#) for contact information.

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. Program Information (To be completed by Student)

Program Name (e.g. Journalism, Social Work, etc.)

Plan/Major (e.g. Building Science, etc)

I am requesting a time span extension for the following reason (please include supporting documentation):

Medical Employment Course Offering Other

Number of course(s) outstanding towards my undergraduate program: _____

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

I understand that undergraduate program time span extensions are subject to approval from the Dean and are based on my academic record.

Student Signature

Print Name

Date

Part 3. Authorization (To be completed by Dean)

Is this student eligible for an undergraduate 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: _____