

Policy Number	4.11
Approval Body	Senate
Policy Officer	VP Academic + Provost
Approval Date	May 2023

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

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

1. There is a four-year time limit (including extension but excluding any approved leave) for the completion of a master's degree. Extensions are granted in one semester increments. While more than one extension can be granted, extensions will not be granted beyond two years.
2. Students must work with their supervisor to prepare a written request (form) outlining their need for the Extension and suggested timeline to complete their remaining work, including the postponement of the Thesis Defence and associated presentations and documents, signed by their thesis Supervisor (if applicable) to the Dean of the Faculty of Graduate Studies or their designate. Requests for an Extension will not be accepted without the written support of the student's Supervisor.
3. A fee will be applied for the term of extension. For the purposes of this policy, the two summer terms will be considered a single semester. The extension fee cannot be prorated.