

Time Limit Extension and Leave of Absence Form Graduate Students

Please consult with your supervisor before submitting this form and applying for an extension or a leave. Please attach the completed form to your Student Request on SIS, along with the Timeline for Completion.

TLE requests should be submitted at least 3 months in advance of the time limit (i.e. by February 1 for an April 30 limit, by June 1 for an August 31 limit, and October 1 for a December 31 limit).

Students must apply for an LOA request, prior to the DNE deadline of the term in which they intend on taking a leave.

Name _____

ID number _____

Current time limit (please refer to your Student Record): _____

Please note that only a maximum of 3 terms may be granted at a time for departmental approval. The Department of Art History can approve up to 6 TLEs (6 terms). Subsequent TLE requests will be evaluated by the School of Graduate Studies.

Requested new time limit: April 30, 20____ August 31, 20____ Dec. 31, 20____

In the case of a Leave of Absence, please specify the reason and provide all supporting documentation (i.e. a request for leave for medical reasons must be supported by an original medical certificate):

For Graduate students only:

My up-to-date *Timeline of Completion Form*, clearly indicating my progress to date in the program, and my thesis-writing plan to completion, is attached and my supervisor has signed below.



For Supervisor only:

I, _____, undersigned, have discussed with the student the plan for the requested TLE/LOA terms, and read and approved the attached thesis-writing plan to completion on the student's *Timeline of Completion form* and I remain committed and able to serve as the student's thesis supervisor up until the extended date of completion.

Supervisor's Signature _____

Date signed _____

