



POST BACCALAUREATE DIPLOMA IN EDUCATION (FOR STUDENTS ADMITTED SEPTEMBER 2015 AND LATER)

REQUEST FOR AN EXTENSION OF TIME TO COMPLETE PROGRAM OF STUDY

DEADLINE

This form must be received by the Office of Graduate & Professional Programs and Research, Faculty of Education at least four months prior to the expiration of the time limit (e.g., June 1 for an October graduation expiry date). (Please refer to The University of Manitoba General Calendar for regulations pertaining to extensions.)

Part A: To be completed by the student

Name Student Number

U of M E-mail Start Date

Table with 2 columns: Requesting extension for the following graduation date (February, May, October) and Have any earlier extensions been granted? (Yes, No). Includes text: MAXIMUM TIME LIMIT: 6 YEARS

Please provide the following required information and attach to this application:

- 1. Details on any earlier time extensions.
2. Reasons/extenuating circumstances for not having completed the diploma requirements within the time limit (include supporting documentation, e.g., medical certificate) and/or
3. Reasons/extenuating circumstances as to why courses older than twelve years at time of completion should be considered (include supporting documentation, e.g., medical certificate)
4. An outline of what remains to be completed and dates by which the outstanding coursework will be completed. Please include specific information on the work that remains and the dates by which this work will be completed.

Signature Date

Part B: To be completed by the Office of Graduate and Professional Programs, and Research)

The Office agrees in general with the facts in the students' statement

Facts **Yes** **No**

The Office supports this request for an extension

Support **Yes** **No**

The Office feels that the schedule proposed by the student is realistic

Schedule **Yes** **No**

Do all the student's required courses fall within the 12 year limit?

Course currency **Yes** **No**

If No, a statement **MUST BE APPENDED** to this application as indicated in the Faculty regulations outlined below.

Courses which would be older than twelve years at the time of the student's projected graduation date cannot be accepted for credit except on specific recommendation from the department concerned (Department of Curriculum, Teaching and Learning for EDUB courses; Department of Educational Administration, Foundations and Psychology for EDUA courses). Please provide your recommendations on any such cases that would occur as a result of the proposed extension. This recommendation should include an indication that the student possesses a familiarity with current theory in the area of the coursework, notwithstanding the age of the course(s) per se; and that the present requirements of the PBDE program would be met with inclusion of the course(s) in question. If the department is not prepared to recommend extended credit for such course(s), the statement must indicate the arrangements for replacement of the course(s).

Associate Dean

Date

NOTE: Please forward this form to the Office of the Associate Dean (Graduate and Professional Programs, and Research) with the attached:

Student Statement

Department Statement regarding course currency, if applicable

Part C: To be completed by Office of the Associate Dean (Graduate and Professional Programs, and Research)

Date Received

Required documents appended:

Student Statement

Statement on Course Currency (If Applicable)