



REQUEST TO EXTEND TIME LIMIT FOR PROGRAM COMPLETION

Students should consult with an Academic Advisor

All requirements for a credential must normally be completed within 10 years, unless noted otherwise in the [University Calendar](#). Courses older than the time limit are normally excluded from a graduation audit in [My Action Plan \(MAP\)](#). However, a time extension, allowing older courses to fulfill requirements, may be approved by the Dean responsible for the program. For more information about time extensions, please refer to [Policy AC14, KPU Credential Framework](#) and see an [Academic Advisor](#).

A request for a time extension may only be made for the program in which the student is currently enrolled, i.e., the program shown when the student logs-on to MAP (see [kpu.ca/myactionplan](#)). If the time extension is intended for a different program, then the student must declare or change into that program before making the request (see [kpu.ca/declaration](#)).

All requests must be submitted to an Academic Advisor for forwarding to the appropriate Dean's Office. If approved by the Dean or Associate Dean as academically appropriate, this form will be forwarded to graduation@kpu.ca to be applied to the student's MAP audit. Please be advised that the entire process can take up to 5 weeks. Any extensions should be completed before a student applies to graduate.

Student Information		
First & Last Name	Student ID Number	
Student Signature	KPU Student Email	
Program and Course Information		
Program of Study to which Extension Applies	Anticipated Semester and Year of Program Completion (e.g. Spring 2023)	
Which yearly edition of the University Calendar do you follow for your program of study? See <i>MAP University Calendar Year</i> . 20 _____	Number of courses on your record that will be more than 10 years old at your anticipated semester and year of graduation? Use the <i>Courses Taken</i> link in MAP to list all your courses by the year taken.	
Rationale for Time Extension:		
Authorization		
Dean/designate (please print)	Signature	Date
Office of the Registrar Use Only		
Date Received	Date Processed	Initials

