

Graduate Program in Neuroscience

Policy and Procedure Registration Beyond the Maximum Registration Period

Purpose

This policy outlines the conditions and process under which graduate students in the Graduate Program in Neuroscience may request registration beyond the maximum registration period defined in Senate policy *Registration in Graduate Programs* (https://uwo.ca/univsec/pdf/academic_policies/grad_postdoc/registration.pdf).

Policy

Registration beyond the Senate-defined maximum registration period due to extenuating circumstances, requires approval from the Graduate Program Director, Associate Dean (Graduate) and Vice Provost (Graduate and Postdoctoral Studies). Without approval, the student will be withdrawn from their academic program.

Extensions are granted one term at a time. Approval for one term does not guarantee approval for additional terms. Extensions are intended to support timely completion of degree requirements and will not be granted indefinitely.

In reviewing an extension request, the Graduate Program Director will consider the following:

- the factors that may have contributed to the delay in completing the degree
- demonstrated progress toward degree completion
- feasibility of the proposed completion plan
- continued supervisory and advisory committee support

Procedure

Students requesting registration beyond the maximum registration period due to extenuating circumstances must submit the following to the Graduate Program Director no later than six weeks before the start of the requested term:

1. A [recent* Advisory Committee Report](#) that includes:
 - a) a plan for completion of all degree requirements including concrete milestones (e.g., experiments, data analyses, thesis chapters)
 - b) realistic due dates for each milestone
 - c) an anticipated date for submission of the exam-ready thesis to SGPS
 - d) the confirmed date of the next advisory committee meeting, which must occur during the requested extension term

Graduate Program in Neuroscience

2. A written statement from the student outlining:
 - a) the reasons for delayed completion
 - b) steps taken to address delays
 - c) a commitment to the completion plan
3. A statement of support from the student's supervisor (and co-supervisor if applicable) confirming:
 - a) an ongoing commitment to supervision (and funding if applicable)
 - b) agreement that the completion plan is feasible

Requests that do not include all the required components will not be reviewed.

*SGPS procedure defines 'recent' as the following term(s) and students must meet with their advisory committee during this time:

- MSc = term 8
- PhD = term 16
- MSc to PhD transfer = term 19

Decision and Notification

The Graduate Program Director will review the request and will issue one of the following decisions:

- Approved
- Approved with conditions
- Denied

Written notification of the decision will be communicated to the student, supervisor, advisory committee, and program coordinator within two weeks of submission.

If a request is denied, the student may pursue the appeal process outlined in Senate and SGPS policies.

Compliance and Review

Students approved for an extension must adhere to the submitted completion plan. Failure to demonstrate progress or attend scheduled advisory meetings may result in denial of future extension requests.