



Department of Criminal Justice Application for Thesis Writing Term or Continuance Term

For any student beyond their normal time to completion (2 years for full-time and 4 years for part-time), program support/approval is required in order to be granted a thesis writing term (TWT) or continuance. Students must make a formal request for each term in which they are seeking to enter a TWT or continuance.

Thesis stream students must use their 'free' TWT before requesting continuance. Course/KSP stream students are not entitled to a TWT, so they would have to enter continuance after the normal time to completion.

Process:

Students requesting either a TWT or continuance term must discuss their request and rationale with their supervisor, complete the form on the following page, and send it to their supervisor(s) and/or committee member for comment and signature. The supervisor will send the completed form to the Graduate Program Chair by the appropriate deadline specified on the form.

Students may also include in their application whether there are additional supports and/or resources that they feel would be helpful to them in moving towards degree completion (though we would encourage such requests outside of these applications as soon as students know they need additional supports!).

The Graduate Program Chair and/or Graduate Program Committee may request additional information or supporting documentation from students if necessary.

First and Second requests:

If a thesis stream student is requesting a TWT or a first continuance, or if a course/KSP stream student is requesting a first or second continuance, as long as their proposed timeline appears feasible and includes completion of all degree requirements by the end of the second additional term (i.e., TWT + continuance, or two consecutive continuances), their request can be granted directly by the Graduate Program Chair.

Though students will have to submit their requests for each term as outlined above, the program will normally support a TWT + continuance (thesis stream) OR two continuances (course/KSP stream) as we understand that even with good planning, unexpected issues can arise that negatively impact thesis or KSP completion.

If the student's supervisor is not supportive of the request and/or if the Graduate Program Chair has concerns about the student's rationale and/or timeline, the request will be reviewed by the Graduate Program Committee.

Third (or more) requests:

If a student is requesting a continuance after having already received a TWT + continuance (thesis stream) OR two continuances (course/KSP stream), their request will be reviewed by the Graduate Program Committee to determine if it will be supported by the program. Conditions under which the program may not support a request for continuance include (but are not limited to):

- A student not meeting their stated timelines without reasonable justification
- A student repeatedly not responding within reasonable timeframes to their supervisor's and/or committee member's attempts to contact them to discuss work on their thesis or KSP

Note: If students experience circumstances that will impact their ability to engage in their thesis or KSP work for an extended period of time (e.g., health-related; personal circumstances), we encourage them to discuss the option of applying for a temporary leave of absence with their supervisor and/or the Graduate Chair

2. If you are not proposing to fulfill all degree requirements during the requested TWT or continuance (i.e., having your thesis exam or KSP presentation completed), you must:

- i) Explain why it is not possible to complete your thesis or KSP during the TWT or continuance, and;
- ii) Identify a term in which you will be finished

3. If you have already received a TWT and/or continuance and are requesting further continuance, in addition to the other requirements, you must: describe what work was completed in the TWT and/or previous continuance(s) and explain why you were unable to meet previously stated timelines and/or finish during the TWT and/or previous continuance(s).

Student signature

(Co-)Supervisor Comments		Co-Supervisor or Committee Member Comments	
Do you support the student's application? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you support the student's application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Rationale for supporting or not supporting application:		Rationale for supporting or not supporting application:	
Signature		Signature	