



Request for Extension to Time Allowed for Certificate/Diploma Completion Requirements

Excerpt from Academic Calendar: The Post-Baccalaureate Certificate is awarded after the completion of 15 credits. The Post-Baccalaureate Diploma is awarded after the completion of 30 credits. Students may complete the courses as available in sequence, or take the required number of courses within a maximum six-year period (certificate/diploma programs).

When a student requires an extension to their program to achieve certificate/diploma completion, the following documentation is required by the Okanagan School of Education:

- The attached form, fully completed along with required signatures
- A memorandum addressed to the Director of Professional Programs providing the rationale for requesting the extension,
- A detailed work plan signed by the student outlining the following:
 - The number of credits completed,
 - Future course registration plan,
 - The anticipated program completion date

Please ensure all documentation is submitted together to ensure the request is considered in a timely manner.



Request for Extension to Time Allowed for Certificate/Diploma Completion Form

Student Number: _____

Last Name: _____ First Name: _____

Address: _____ City: _____

Prov/State: _____ Postal Code: _____ Country: _____

Email: _____

Program (e.g. CISE, DISE): _____ Program Name: _____

Original Completion Date: _____

Extension Requested To: Dec. 31 20__ April 30, 20__ Aug. 31, 20__

The student must include the following in their request to the Okanagan School of Education:

- Memo justifying the request for extension
- Extension timeline - showing how the program will be completed in the period requested

Memo attached Timeline attached Medical note attached (if applicable)

Student Name (please print)

Signature

Date

Okanagan School of Education use only

Date of approval

Signature of Director of Professional Programs

New Program Completion Date