
Graduate Time to Complete

1. Overview and Purpose

- 1.1 This policy explains the time graduate students have to complete a Master's degree.

2. Scope

- 2.1 This policy applies to graduate students in a Master's degree program at St. Mary's University.

3. Time to Complete

3.1 Course-based Cohort Graduate Programs

- 3.1.1 For cohort course-based graduate programs, students are expected to complete their program within the allocated timeline. However, it is acknowledged that unexpected circumstances may arise for students that prevent them from completing their program within this timeline.
- 3.1.2 If a student needs to leave the program but intends to complete it at a later date, they must request a Leave of Absence by submitting a Leave of Absence form. Only students who have completed at least one term and who require an extended leave from their program of studies due to personal or medical reasons, may request a leave of absence. Leaves of absence, if approved, are granted for a period of 12 months.
- 3.1.3 If a student requests a withdrawal or withdrawal with cause in addition to a leave of absence, this form must be accompanied by the appropriate *Course Withdrawal Form* or *Withdrawal With Cause Form* and supporting documentation.
- 3.1.4 If a student does not return to the program after a Leave of Absence after 12 months, the student must reapply to the program through Apply Alberta to indicate their intention to return. Leaves of Absence cannot be extended beyond 12 months.
- 3.1.5 In order to return to the program after a Leave of Absence for less than one academic year, the student must contact the Dean.
- 3.1.6 Re-entry to the program is subject to seat availability in the required courses for the program. For the best chance of obtaining a seat, students are recommended to reapply or contact the Dean as early as possible.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Academic	Sept 23, 2024	N/A	Every 5 years

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- 3.1.7 If the reason for taking a leave of absence was due to a medical withdrawal, evidence that the condition(s) which led to the withdrawal have been identified and addressed may be requested before permission is granted to register in classes again.
 - 3.1.8 The Dean and Registrar must provide approval for the Leave of Absence and return to the program.
- 3.2 Non-Cohort Course-Based Graduate Programs
 - 3.2.1 For non-cohort course-based graduate programs, students are required to complete their program within six years from the start of the program (inclusive of any leaves of absence).
 - 3.2.2 Students who cease registration for one year and do not complete - or are not approved for - a Leave of Absence will be considered to have withdrawn from the program
- 3.3 Thesis-Based Graduate Programs
 - 3.3.1 For thesis-based graduate programs, students are required to complete their program within four years from the start of the program (inclusive of any leaves of absence).

4. Definitions

- 4.1 "Student" means any person registered in a graduate degree at St. Mary's University.
- 4.2 "University" means St. Mary's University.
- 4.3 "Course-based Cohort Graduate Programs" means graduate programs that are course-based (degree requirements are met by completing courses, not a thesis) and taught in a cohort model.
- 4.4 "Non-Cohort Course-Based Graduate Programs" means graduate programs that are course-based (degree requirements are met by completing courses, not a thesis) but not taught in a cohort model.
- 4.5 "Thesis-Based Graduate Programs" means graduate programs that require a thesis at the conclusion of independent research. These programs involve work under the supervision of a faculty member.