

A&S Program Completion Award (PCA)

The purpose of this form is to initiate a request for a Program Completion Award. Additional information may be required by the graduate unit.

The award criteria are:

1. Student was making good progress with the thesis/dissertation prior to COVID-19 and data collection or access to necessary resources has been significantly impeded due to pandemic-related impacts. Disruption should be documented using the COVID-19 mentoring record distributed in 2020.
2. Additional work is needed before the thesis/dissertation can be defended or the major research paper is completed.
3. The revised research plan will require an additional session of registration.
4. Student is outside the funded cohort with limited or no alternative funding.

The Program Completion Award should be requested in the session immediately following departure from the funded cohort.

Student Name		Student Number	
Email Address		Program (e.g. PhD)	
PCA Request Session		Year in Program	
Request Date		Last Session of Funding	
Graduate Unit		Supervisor	
Please indicate if this is a request for a first PCA or a second PCA.			
Please answer the following questions with Y or N.			
I was making good progress on my thesis/dissertation prior to COVID-19.			
Data collection or access to necessary resources was significantly impeded due to COVID-19.			
Additional work is needed before defending my thesis or completing my major research paper.			
The revised research plan will require an additional session of registration.			
Please provide details on your funding for the session & your Tuition Fee Exemption Request.			
Expected TA Income for Request Session		Scholarships & Awards for Request Session	
Expected RA Income for Request Session		Other Income for Request Session	
SGS Tuition Fee Exemption Requested		SGS Tuition Fee Exemption Approved	
Student Signature		Date	
Supervisor Signature		Date	

Please email the completed form to your Graduate Coordinator with a copy to your Supervisor and Graduate Administrator. You will be contacted if additional information or documentation is required.