



# COLLEGE OF APPLIED BIOLOGISTS

## POLICY 9-200

<b>Policy Name:</b>	Investigation Extension Requests				
<b>Approval Authority:</b>	Council	<b>Adopted:</b>	April 9, 2021	<b>Reviewed:</b>	
<b>Responsible Staff:</b>	Registrar	<b>Revised:</b>			
<b>Responsible Committee:</b>	Investigations Committee	<b>Contact:</b>			

### 1. Purpose

The purpose of this policy is to provide guidance to the Registrar and Director of Compliance regarding extension requests during matters pertaining to Investigations and Discipline.

### 2. Scope

The policy scope covers extensions by respondents or complaints as described in the Part 9 of the College Bylaws.

### 3. The Policy

1. The Registrar may grant an extension by a respondent or complainant beyond the 20 day allowance in Section 9-4(3), if:
  - a) The extension request is fair and reasonable; and
  - b) The request is no more than 10 days beyond the time permitted in Section 9-4(3)
2. If a request for an extension does not meet the criteria in 1) above, then the request must be granted by the Investigations Committee or Investigations Committee Chair.
3. The Investigations Committee or Investigations Committee Chair may propose a different timeline than requested at their discretion.