

To request an extension, :

1. Must complete the Extension Application Form available on the website of the Office of Graduate Studies and Postdoctoral Studies. (<http://www.sfu.ca/dean-gradstudies/current/forms.html>)
2. Must include with their completed Extension Application Form the following:
 - a. A thesis/dissertation proposal (first extension request) or working draft of thesis/dissertation (second extension request) approved by the supervisor (thesis-based students only);
 - b. A detailed timeline and completion plan, , that outlines the work to be completed during the period of the extension;
 - c. A statement addressing the reasons why an extension is necessary, any steps taken to try and finish on time, and why these steps did not lead to successful timely completion;
 - d. A summary of progress to date on their thesis or dissertation or, for non-thesis students, a summary of progress in their program.

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1. Must review all of the information provided by the student as described above.
2. Must consult with the full supervisory committee before reaching a decision of whether to support or not support the extension request.
3. After consulting with the supervisory committee, must submit a memo to accompany the Extension request that justifies their recommendation and outlines concerns.