**Anticipated Completion Time for MSc**

The anticipated completion time of all program requirements for students enrolled in the MBB MSc program is **6 terms** from initial enrollment. The time limit for completion of MSc requirements is 9 terms from the start of the program. The time limit for program completion is not intended to be the normal time for completion. This limit takes into account a wide variety of extraordinary circumstances and events that may delay completion. It is expected that most students will complete their program before reaching the time limit. See Graduate General Regulations 1.12 Time Limit for Program Completion.

**Anticipated Completion Time for PhD**

The anticipated completion time of all program requirements for students enrolled in the MBB PhD program is **12 to 15 terms** from initial enrollment. The time limit for students in the PhD program to complete all of the requirements is 18 terms from the start of the program, or in the case of a student who has transferred from the MSc program into the PhD program, without completing the MSc, 18 terms from the start of the MSc program. The time limit for program completion is not intended to be the normal time for completion. This limit takes into account a wide variety of extraordinary circumstances and events that may delay completion. It is expected that most students will complete their program before reaching the time limit. See Graduate General Regulations 1.12 Time Limit for Program Completion.

**MBB criteria for extensions to time limit for graduate program completion**

The new extension policy applies to students who started the program in Fall 2016 and onwards.

The DGSC will use the following criteria to make a decision:

**For an extension for both MSc and PhD students**

Students must have completed all required courses and submitted an annual progress report within the past year. Students must have a Supervisory Committee meeting and get approval at the meeting for the extension.

Students must apply for an extension by the end of the second month of their final term (i.e. 9th term for MSc students and 18th term for PhD students), by completing the Extension Application Form (https://www.sfu.ca/content/dam/sfu/gradstudies/GraduateStudents/forms/Extension_Application.pdf) and submitting the following supporting documents with the signed form to the Graduate Program Assistant:

a) Unofficial transcripts

b) Letter of support signed by the supervisor and student must be included that outlines the length of requested extension (**1 or 2 terms for MSc students; 1, 2 or 3 terms for PhD students**) and the reasons for the extension.

c) A plan for completion in the form of milestones with dates.
For a second extension (only under really exceptional cases) for both MSc and PhD students

Only in exceptional cases will a further 1-term extension be considered.

Students must apply for the final extension by the end of the second month of their last approved extended term, by completing the Extension Application Form (https://www.sfu.ca/content/dam/sfu/gradstudies/GraduateStudents/forms/Extension_Application.pdf) and submitting the following supporting documents with the signed form to the Graduate Program Assistant:

a) All documentation from the first approved extension
b) A letter stating why the first extension’s plan of completion was not successful and a final plan with milestones and dates for the second extension