

Faculty of Education Extension Policy February 2020

This policy sets out the criteria that will be used by faculty members and the Associate Dean, Graduate Studies in the Faculty of Education in evaluating applications to extend the time for completion of an Education graduate degree.

According to SFU Graduate General Regulation 1.12.2;

Students may apply for an extension to the time limit if they are enrolled in a master's or doctoral program and need more time to complete the program requirements. A single extension may be for one to three terms, and students may be granted more than one extension. A master's and doctoral program can be no longer than the time limit plus six terms of extended time. Extensions may be less than the maximum of six terms and must meet the criteria established by the academic unit. Students should contact their academic unit to confirm the specific extension policy for their program.

Applications for an extension must be submitted no later than the term in which the time limit or current extension expires. Extensions are not available to students who are discontinued from their program. Students are required to maintain continuous enrollment throughout their extension and are eligible to go on medical/compassionate or parental leave (see [1.4.5](#)). Extensions are approved by the supervisor, graduate program chair and the dean of graduate studies.

Within the Faculty of Education, extension requests will normally be approved for thesis-based students under the following circumstance:

- In the case of a **first** extension, the student has completed a master's thesis proposal or doctoral dissertation proposal that has been approved by their supervisory committee;
- In the case of a **second** extension, the student has completed a substantive draft of their thesis or dissertation.
- The student provides compelling evidence that all program requirements can reasonably be expected to be completed within the extension timeframe(s).
- The student's Graduate Progress Report is complete and submitted for the most recent reporting period.

Extension requests will normally be approved for non thesis-based students under the following circumstance:

- The student provides compelling evidence that all program requirements can reasonably be expected to be completed within the extension timeframe(s).

To request an extension, **students:**

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, **agreed to by the student and supervisor**, 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.

In considering a student's request for an extension, **supervisors:**

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.