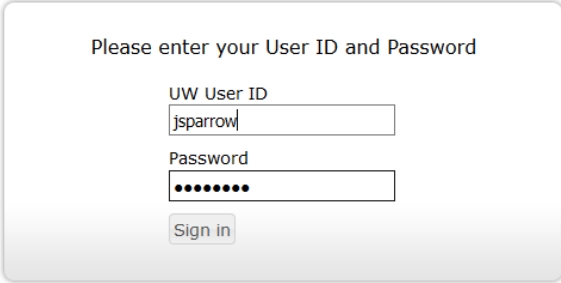
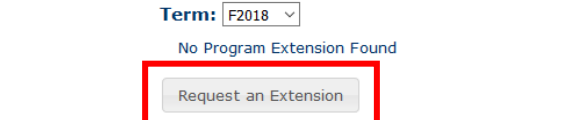
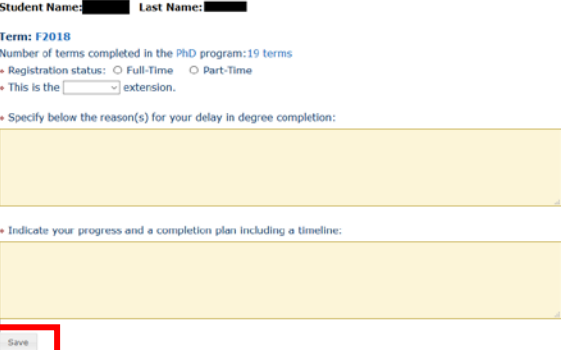
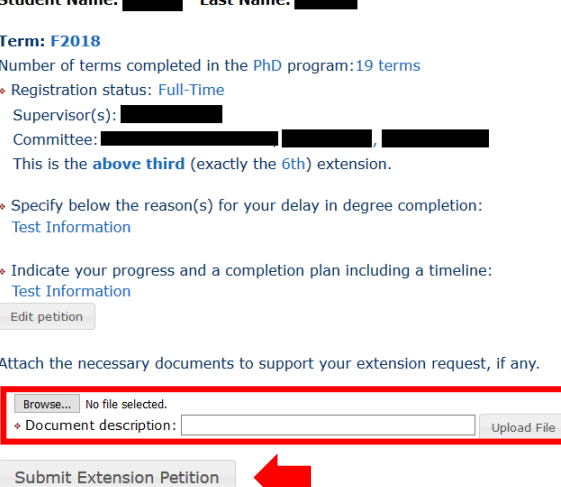




Effective for the Fall 2018 program extension cycle starting this month, the Engineering Graduate Studies Office will be launching a new online program extension system. Students and faculty members should follow the instructions below:

STUDENTS	
Sample	Procedures
	<p>1. Log onto the Program Extension website using your Quest credentials.</p> <p>If you are having trouble logging in:</p> <ul style="list-style-type: none"> ▪ Ensure that you are not using Internet Explorer (use Safari, FireFox or Chrome) ▪ Ensure that your user ID is in all lower case letters ▪ Ensure you are just entering your user ID (i.e. jsparrow not jsparrow@uwaterloo.ca)
	<p>2. Once logged in you will need to click the “Request an Extension” button</p>
	<p>3. You will be presented with the Program Extension form which will need to be filled out in its entirety. This includes entering your registration status, the extension number, and answering the questions</p> <ol style="list-style-type: none"> a. Remember to review previous term’s Program Extension Request (if applicable) for requirements to submit any supporting documentation (i.e. a thesis draft) <p>Note: The system will automatically time out after 30 minutes of inactivity so be sure to save your work as you go along</p>
	<p>4. After you click the save button at the bottom of the screen you will have the opportunity to upload any supporting documents at the bottom of the page</p> <p>5. Once the form is complete, you must hit the submit button in order to begin the approval process for your program extension. If you do not hit submit your program extension will remain the saved state until you are ready to submit it</p> <ol style="list-style-type: none"> a. You cannot make revisions to your Program Extension request once it has been submitted to your supervisor for approval b. It is important that your give your supervisors (an committee if applicable) enough time to review the Program Extension before the deadline

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Last	First	ID Num.	Dept.	Prog.	Extension	Student
██████	████	██████	ECE	MASc	W2018-1st	Saved
████	█	██████	ECE	PhD	W2018-2nd	Yes

6. You will know your Program Extension request has been successfully submitted because it will say “Yes” under the student column of your home page rather than “saved”

Note: Failure to hit the submit button will simply save the student’s submission – it will not be distributed for further review. This is a common mistake made by students

Extension	Student	Sup(s)	Cmte	Officer	Dean
V2018-1st	Yes	2-2	-	Yes	
V2018-2nd	Yes	1-1	3-3	Yes	

7. Upon submission of your Program Extension request an email will be sent to your supervisor(s) notifying them that there is a program extension waiting for their review.

PhD students: PhD Advisory Committee members will also be notified along with the supervisor informing them that there is a Program Extension waiting for their review

8. You can view the progress of your Program Extension request on the homepage.

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9. As per University policy, students who failed to submit a complete program extension by the stated deadline will be required to withdraw from their program.

FACULTY (SUPERVISORS AND COMMITTEE MEMEBERS)

Sample

Procedures

1. Log onto the Program Extension website using your Quest credentials.
- If you are having trouble logging in:
- Ensure that you are **not** using Internet Explorer (use Safari, FireFox or Chrome)
 - Ensure that your user ID is in all lower case letters
 - Ensure you are just entering your user ID (i.e. jsparrow not jsparrow@uwaterloo.ca)

Last	First	ID Num.	Dept.	Prog.	Extension
██████	████	██████	ECE	MASc	W2018-1st
████	█	██████	ECE	PhD	W2018-2nd

2. Once logged in you will be presented with a list of your students who have submitted a program extension request.
3. You will need to click on the last name of the student you wish to review in order to open their report

Student Name: [REDACTED] Last Name: [REDACTED]


Term: F2018
 Number of terms completed in the PhD program: 19 terms

- Registration status: Full-Time
- Supervisor(s): [REDACTED]
- Committee: [REDACTED], [REDACTED], [REDACTED]

This is the **above third** (exactly the 6th) extension.

- Specify below the reason(s) for your delay in degree completion:
[Test Information](#)
- Indicate your progress and a completion plan including a timeline:
[Test Information](#)

Supervisor: [REDACTED]
 approved not approved



Student Name: [REDACTED] Last Name: [REDACTED]

Term: F2018
 Number of terms completed in the PhD program: 19 terms


- Registration status: Full-Time
- Supervisor(s): [REDACTED]
- Committee: [REDACTED], [REDACTED], [REDACTED]

This is the **above third** (exactly the 6th) extension.

- Specify below the reason(s) for your delay in degree completion:
[Test Information](#)
- Indicate your progress and a completion plan including a timeline:
[Test Information](#)

Supervisor: [REDACTED]
Approved

Committee member: [REDACTED]
 approved not approved



- Once in the report the Faculty member should review its contents and determine whether or not they approve the extension request by clicking the appropriate radio button at the bottom of the page
 - The reviewer can choose to enter comments or not but please note that all comments will be visible to the student, other committee members (if applicable), and administrative staff
 - The reviewer must hit the submit button in order for their response to be saved
 - It is important that faculty members review student program extensions **BEFORE** the deadline
- Note:** Some PhD committee members may wish to wait until the supervisor has approved the program extension. This must be clearly communicated to the student and the supervisor so as to not delay the process

7. As per University policy, students who failed to submit a complete program extension by the stated deadline will be required to withdraw from their program.