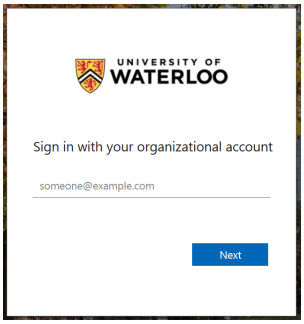
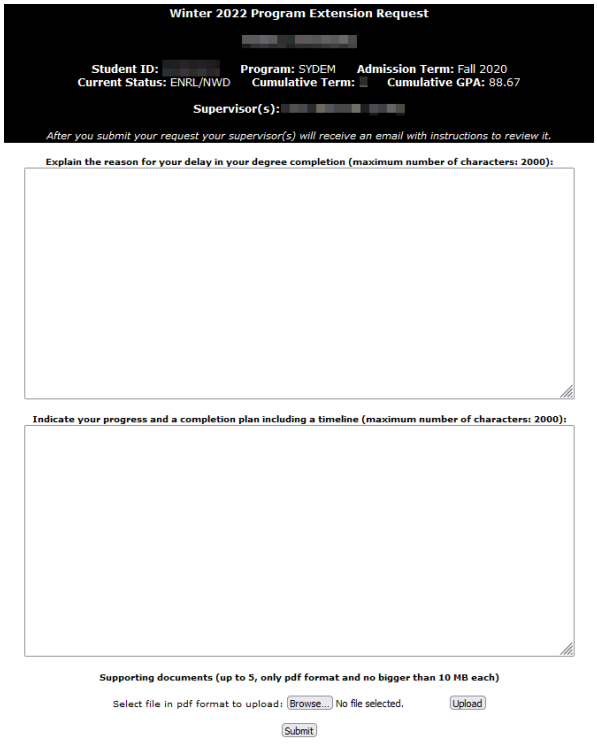
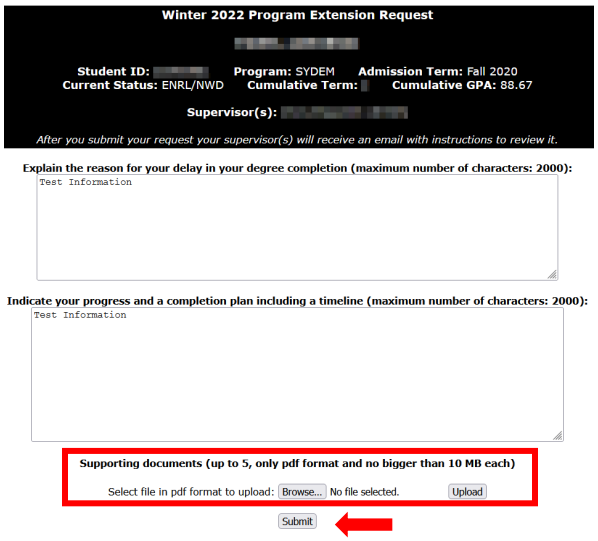
Effective for the Spring 2022 program extension cycle, the Engineering Graduate Studies Office will be launching a new online program extension system. Students and faculty members should follow the instructions below:

STUDENTS

Sample	Procedures
	**1.** Log onto the Program Extension website using your Quest credentials. **2.** Complete the 2 factor authentication (2FA) as required
	**3.** You will be presented with the Program Extension form which will need to be filled out in its entirety. **a.** Remember to review previous term's Program Extension Request (if applicable) for requirements to submit any supporting documentation (i.e. a thesis draft)

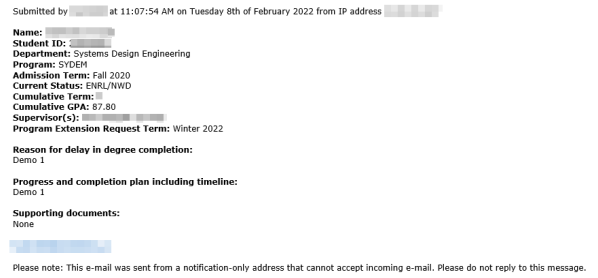


4. After you fill in the text boxes you will have the opportunity to upload any supporting documents at the bottom of the page

- **a.** This is where you would upload your timeline to completion plan as a PDF

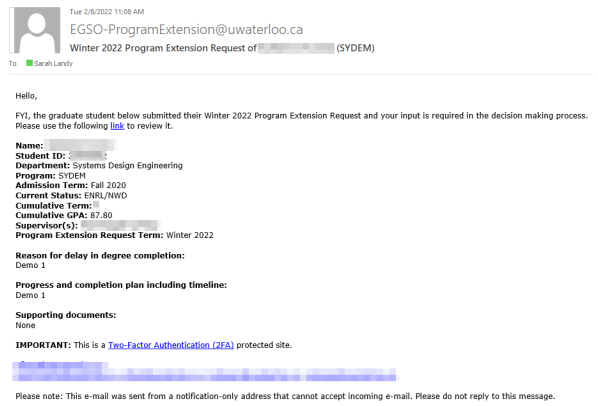
5. Once the form is complete, you must hit the **submit** button in order to begin the approval process for your program extension. If you do not hit submit your program extension will remain the saved state until you are ready to submit it

- **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



6. You will know your Program Extension request has been successfully submitted because you will receive a confirmation email summarizing your submission as well as confirmation screen.

Note: All system e-mails will be sent from EGSO-ProgramExtension@uwaterloo.ca. Please check your spam folder if you do not receive your confirmation email.



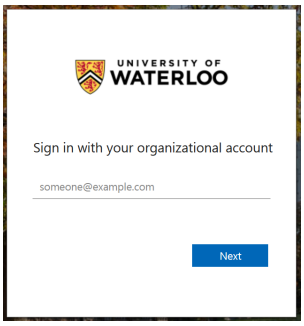
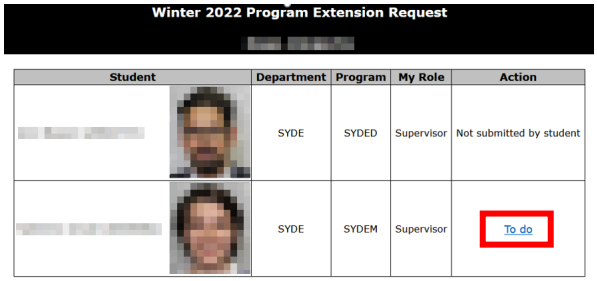
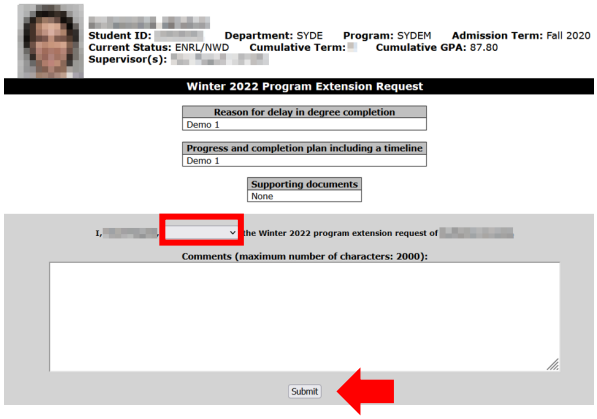
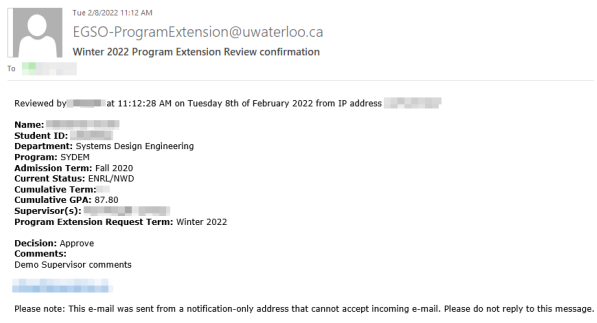
7. Upon submission of your Program Extension request an email will be sent to your supervisor(s) notifying them that there is a program extension waiting for their review.

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. Students will receive a confirmation e-mail after each supervisor/committee member (where applicable) approval is complete

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.** Upon receiving the notification email, log onto the Program Extension website using your Quest credentials. **2.** Complete the 2 factor authentication (2FA) as required ***Note:*** All system e-mails will be sent from EGSO-ProgramExtension@uwaterloo.ca. Please check your spam folder if you do not receive a notification email.
	**3.** Once logged in you will be presented with a list of your students who are required to submit a program extension request. **4.** You will need to click on the "To Do" link in the far right column of the student you wish to review in order to open their report
	**5.** Once in the report the Faculty member should review its contents and determine whether or not they approve the extension request by selecting the appropriate choice from the drop down list at the bottom of the page **a.** 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 **6.** The reviewer must hit the submit button in order for their response to be saved **7.** 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
	**8.** You will know your Program Extension review has been successfully submitted because you will receive a confirmation email summarizing your submission as well as confirmation screen. ***Note:*** All system e-mails will be sent from EGSO-ProgramExtension@uwaterloo.ca. Please check your spam folder if you do not receive your confirmation email.

	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.
From: EGSO-ProgramExtension@uwaterloo.ca <EGSO-ProgramExtension@uwaterloo.ca> **Sent:** Tuesday, February 8, 2022 11:08 AM **To:** **Subject:** Program Extension for requires your urgent attention Hello Prof. This email is to let you know that has submitted a program extension request for your review and approval. The due date for this request is on or before . Please go to the Program Extension website and log in with your Quest credentials to review the extension request. Thank you in advance for your prompt attention to this matter.	**10.** Faculty members may receive automatic reminders from the Program Extension system prompting them to log in and approve any outstanding extensions for which they are listed as the supervisor or committee member. **b.** These emails will be sent from EGSO-ProgramExtension@uwaterloo.ca and have the subject line "[TERM] Program Extension for [Student Name]" **c.** These emails are not spam and should not be ignored. The provided link, https://ecerisgweb.eng.uwaterloo.ca/filemaker/EGSO/ProgramExtensionPanel.php, is safe to follow