

## WHAT IS THE DEADLINE?

Submission of all graduate degree requirements, including Thesis/Project/Essays submission to the SFU Library Theses Office, are:

**Fall 2010 Thursday, December 23, 2010**

**Spring 2011 Friday, April 29, 2011**

**Summer 2011 Friday, August 26, 2011**

Graduate deadlines for completion of degree are set annually by the Office of the Dean of Graduate Studies. For more information please contact that office: <http://www.sfu.ca/dean-gradstudies/>

### Alert:

- Deadline days have been established as constant:**
  - Fall term: December 23rd.
  - Spring and Summer: the last Friday of the last month of the term.
- This is the only deadline date each term.**
  - No late submission period. This is the final “cut-off” date.
  - Students must submit by this date in order to graduate as of the current term.
- The above deadline dates are for the delivery of**
  - the final, completed, fully documented thesis, project or extended essays and all signed documents,
  - to the Library, at the Theses Office, Room 724, 7<sup>th</sup> Floor, Bennett Library, Burnaby Campus, Simon Fraser University,
  - before 4:30 pm Thesis Office closing,
  - or for couriered material, before the 3:00 pm closing of Library Receiving.
- This is the Library deadline.**
  - Your own program or department (i.e. at SFU Vancouver or Surrey campuses and others) may set an earlier date for delivery to their offices. Please consult your Graduate Assistant early in the term.
- Timelines planning note:** These later deadlines mean that defence dates will require extra, advance consultation and planning. Students submitting close to the deadline may face absence of knowledgeable services due to staff vacations at the end of term, at department, Library and Graduate Records offices. Examples:
  - Department Graduate Assistant, Grad Secretary, or Program Assistants may leave only the prepared document file for student pickup and may not be available for a “sit-down check” with the student.
  - The Theses Office may provide only “drop-off” service, without opportunity to check details, correct flaws, and achieve certainty that errors have not occurred.
- In any case, it is the student who is ultimately responsible for submission of the work, complete with all documentation, in time for the official deadline of the University. Students need to rely on the PDF guides “Reviewing Your Own” and “Last Steps” to ensure their submission package is correct and complete.
- Requests for special consideration or exception** for students must be directed by department to the Director of Graduate Records in the Office of the Dean of Graduate Studies.
- For further information**, including details on tuition rebate availability in the Fall term, please contact the Graduate Records Office, at the Office of the Dean of Graduate Studies, <http://www.sfu.ca/dean-gradstudies/> .