a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA
Graduate and Postdoctoral Studies
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REQUEST EXTENSION TO TIME ALLOWED FOR ADVANCEMENT TO CANDIDACY

STUDENT INFORMATION:		Student Number:
Given Name:	Family Name:	
Address: PLEASE ENSURE ADDRESS IN THE SSC IS CURRENT.		
Email:	Degree (e.g. PhD):	Program:

NOTE: Students must be in good financial standing in order to be granted an extension, i.e. they may not be on financial hold due to outstanding tuition fees.

Program start date: _____ **If trans. from master's, then start date of master's prog.**

Has student been on leave? If so, dates: _____

Original deadline for candidacy: _____

Is this a first or second extension request? ☐ **First** ☐ **Second** ☐ **Other:** _____

If second extension, first extension was from: _____ **to** _____
(yyyy/mm/dd) (yyyy/mm/dd)

First extensions will normally be granted for 12 months.

Extension length requested: **From** _____ **to** _____
(yyyy/mm/dd) (yyyy/mm/dd)

Please see http://www.grad.ubc.ca/faculty-staff/policies-procedures/advancement-candidacy **for information on advancement to candidacy.**

The Graduate Program Advisor must attach a memo explaining the reasons for the delay in advancement to candidacy and giving an expected timeline to reaching candidacy.

☐ **Memo from program attached** ☐ **Timeline attached**

To date, student has completed the following:

Coursework: ☐ **Yes** ☐ **No** **Comprehensive exam:** ☐ **Yes** ☐ **No** **Approved thesis proposal:** ☐ **Yes** ☐ **No**

We request an extension to the time allowed for advancement to candidacy for the above student.

Approval of Research Supervisor:

Signature	Name (please print)	Program	Date (yyyy/mm/dd)

Approval of Graduate Advisor or Head of the Graduate Program:

Signature (must be different from above)	Name (must be different from above)	Program	Date (yyyy/mm/dd)

Graduate Studies use only:

Date of Approval _____ Signature of Associate Director (SAS) or G+PS clerk _____

New Deadline for Advancement to Candidacy: _____

Progress Reports Required: _____ Email notification sent by: _____
G+PS clerk