



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