



Request for Extension to Achieve Candidacy

In exceptional circumstances, a student who has failed to achieve candidacy (complete all the requirements for the PhD degree exclusive of thesis) within the period specified in the degree regulations—before the end of the third year (for a four-year program) or the end of the fourth year (for a direct-entry five-year program)—may be considered for an extension for a maximum period of twelve months provided that the graduate unit concerned approves. To apply for an extension, the student must present to the graduate unit concerned the causes for the delay and evidence that the remaining candidacy requirements will be completed within the period of the extension requested.

SECTION 1: To be completed by student

Name:	Student Number:	
Degree:	Department:	
Date of First Registration in Program:	Full-time:	Part-time:
Indicate whether you are applying for a first or second extension to achieve candidacy:		
Student's Signature:		Date:

SECTION 2: To be completed by student's advisor/supervisor

Background information in support of the extension (attach additional pages, if required):		
<ol style="list-style-type: none"> State the reasons for the failure to achieve candidacy. Indicate the amount of work remaining to be done and a timetable for achieving candidacy during the proposed extension period (less thesis). Explain why it is reasonable to expect the work to be completed within the proposed extension period. 		
Extension to achieve candidacy (maximum of 12 months) recommended to:		
April 30, 20__:	August 31, 20__:	December 31, 20__:
Advisor/Supervisor: (sign and print name)		Date:
Dept:		Extension Refused:

SECTION 3: For graduate department use only, fax completed form to 416-946-0992

Extension to achieve candidacy (maximum of 12 months) approved to:		
April 30, 20__:	August 31, 20__:	December 31, 20__:
Termination recommended (requires SGS review, provide background documentation on why this decision has been made)		Extension Refused:
Non-standard second extension recommended (indicate duration above, maximum of 12 months) (requires SGS review, documentation required; refer to ROSI Manual/5.66 Candidacy Assessment)		
Home Chair/Coordinator: (sign and print name)	Dept:	Date:
<p>The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 201, 12 Queen's Park Crescent West, Toronto, ON M5S 1A8.</p>		