Memo

To: Graduate Coordinators and Graduate Administrators
From: Josie Lalonde, Director, Student Academic Services
Date: May 29, 2018
Re: PhD Candidacy

Each session, SGS runs the candidacy assessment lists for graduate unit information only. These are intended to help you assess doctoral students’ progress towards completion and to take appropriate action.

The candidacy assessment list is in the SGS Drive folder for your unit. For instructions on using the SGSDrive, please refer to the User Guidelines. If there is not a list in the SGS Drive folder, there are no students in this situation in your unit.

Doctoral students are subject to the School’s policy on Timely Completion of Graduate Program Requirements. PhD or professional doctoral students are expected to complete all program requirements exclusive of the thesis by the following point in the program:

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD, four year program</td>
<td>End of third year</td>
</tr>
<tr>
<td>PhD, five year program (direct entry and masters transfers)</td>
<td>End of fourth year</td>
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<tr>
<td>PhD, flex time</td>
<td>End of fourth year</td>
</tr>
<tr>
<td>Professional doctoral programs – full-time</td>
<td>End of third year</td>
</tr>
<tr>
<td>Professional doctoral programs – part-time</td>
<td>Within four years of initial registration</td>
</tr>
</tbody>
</table>

By the deadlines noted below, please report on the status of each student indicated on the list(s) by forwarding one of the following:
- **Recommendation for Doctoral Candidacy** form (to be completed if the student has achieved candidacy)
- **Extension to Achieve Candidacy** form (to be completed if the student is expected to complete candidacy requirements within the extension period)
- A request for termination (please refer to the SGS termination procedures)

Should a student achieve candidacy early, or achieve candidacy before their approved extension has expired and wish to have it recorded on their transcript, a **Recommendation for Doctoral Candidacy** form may be submitted to SGS Students Services at any time once all requirements for candidacy have been met.
Students approaching their deadline to achieve candidacy will not be rolled over to INVIT status UNLESS a Recommendation for Doctoral Candidacy form or an Extension to Achieve Candidacy form has been received by SGS. Please inform students whose names appear on the lists that they will not be allowed to register if they have not achieved candidacy or if they do not request a candidacy extension. Once a candidacy achievement or extension form is submitted to SGS by the graduate unit, your divisional Student Services Assistant (SSA) will create an INVIT record for the student.

**Deadlines:**

1) **Achieving Candidacy** (XXX.20185.Candidacy Assessment.xls)

Doctoral Students on this list are expected to achieve Candidacy by the last day of the session indicated (ACHIEV_CAND_BY). Please inform SGS one month in advance as to whether:

   i) the student has completed (or will complete by the end of the session indicated) all requirements of the degree exclusive of the thesis or;

   ii) the student has been granted a 12 month extension. The student must complete the Extension to Achieve Candidacy form along with written documentation as to the reason for the extension and a plan for completion of requirements within the next 12 months, or;

   iii) The unit is recommending termination of the student’s candidacy in the program. Refer to SGS termination procedures for more details.

If the graduate unit does not inform SGS that a student has achieved candidacy or received an extension by the end of the session indicated, that student will be excluded from the registration rollover for future sessions.

Should the student subsequently achieve candidacy or be granted an extension, please forward documentation to your SSA so that the student may be registered.

2) **Expiry Dates for Extensions to Achieve Candidacy** (XXX.20185.candidacy extensions.xls)

If a student is on a program extension (indicated by an SR1 or SR2 condition), please inform SGS one month before the condition expires as to whether:

   (i) the student has completed (or will complete by the expiry date) all requirements of the degree exclusive of the thesis or;
(ii) the graduate unit is recommending a Second Extension (requires the approval of the Admissions and Programs Committee); or

(iii) The unit is recommending termination of the student’s candidacy in the program. Refer to SGS termination procedures for more details.

For Program Extension conditions affecting Fall session registration, please forward any documentation to your SSA by early July 2018 so that an INVIT may be created in time for invoices and registration. If we do not receive a response, the student’s registration will not be rolled over to the fall/winter session.

If you have any questions, please contact your SSA.

Thank you.