Memo

To: Graduate Coordinators and Graduate Administrators
From: Josie Lalonde, Director, Student Academic Services
CC: SGS Student Services
Date: January 30, 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 SGS Drive, 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 thesis by the following point in the program:

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Completion Point</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>
</tr>
<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.

1) Achieve Candidacy by the End of – 2018
Please inform SGS by early December 2018 as to whether:

   i) The student has completed (or will complete) by December 31, 2018 all requirements of the degree exclusive of the thesis, or;

   ii) The student has been granted a 12 month extension until December 31, 2018. 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. For termination procedures, refer to the SGS website.

If SGS does not receive a response, the student’s registration will not be rolled over to the 2019 winter session. Should a student subsequently achieve candidacy or be granted an extension to candidacy by December 31, 2018, please forward documentation to your Student Services Assistant at SGS so that the student may be registered for the fall session.

2) Extensions to Achieve Candidacy Expiring On – April 30, 2018
Please inform SGS by early March 2018 as to whether:

 (i) The student has completed (or will complete by April 30, 2018) all requirements of the degree exclusive of the thesis or;

 (ii) The graduate unit is recommending a Second Extension. 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. For termination procedures, refer to the SGS website.
Please forward any documentation to your Student Services Assistant at SGS by early March 2018 so that an INVIT may be created in time for invoices and registration. Should a student subsequently achieve candidacy or be granted an extension to candidacy by April 30, 2018, please forward documentation to your Student Services Assistant at SGS so that an INVIT may be created for the summer session. If we do not receive a response by the deadline, the student's registration will not be rolled over to the 2018 summer session.

If you have any questions, please feel free to contact your SGS Student Services Assistant.