

# Request for Extension to Achieve Candidacy

To achieve candidacy, students must complete all the requirements for the doctoral degree exclusive of thesis within the period specified in the degree regulations—before the end of the third year (for a four-year PhD and professional doctoral program) or the end of the fourth year (for a direct-entry five-year program and flexible-time option PhD). In exceptional circumstances, a student who has failed to achieve candidacy during this period may be considered for an extension for a maximum of 12 months. To apply for an extension, the student must present to the graduate unit a brief explanation for the delay, a plan that includes a realistic timeline to completion, and evidence that the remaining candidacy requirements will be completed within the period of the extension requested, including services that the student has engaged to assist them to achieve candidacy. The supporting documents must be submitted to the supervisor and graduate coordinator, and then forwarded to SGS with the form for approval.

## Section 1: To be completed by the student.

Name:		Student Number:	
Degree:	Graduate Unit:	U of T Email:	
Date of First Registration in Program:		Full-time:	Part-time:
Indicate whether you are applying for a first or second extension to achieve candidacy:    First                      Second			
<input type="checkbox"/> Check box if you are registered with Accessibility Services and you are working with an Accessibility Advisor on developing a plan for achieving candidacy.			
Student's Signature:			Date:

## Section 2: To be completed by the student's advisor/supervisor.

Background information in support of the extension (additional pages to be submitted with this form):			
<ol style="list-style-type: none"> <li>Provide reasons for your support for extending candidacy:</li>   <li>Indicate whether the amount of work remaining to be done, as specified by the student, for achieving candidacy during the proposed extension period is realistic and achievable:</li>   <li>Specify the supports offered to the student to ensure student progress:</li> </ol>			
Extension to achieve candidacy (maximum of 12 months) recommended to:			
April 30, 20____	August 31, 20____	December 31, 20____	Extension Refused:            Yes
Advisor/Supervisor: (sign and print name)		Graduate Unit:	Date:

## Section 3: Chair/Director/Graduate Coordinator Approval

Extension to achieve candidacy (maximum of 12 months) approved to:			
April 30, 20____	August 31, 20____	December 31, 20____	Extension Refused:            Yes
Home Chair/Coordinator Signature: (sign and print name)		Graduate Unit:	Date:

**Section 4: Vice-Dean, Students, School of Graduate Studies Approval** (For second extension to achieve candidacy requests only). Note: the approval of the Vice-Dean of Students is to be obtained by the graduate administrator after the request has been approved by the graduate unit.

Request for Extension to Achieve Candidacy:	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:		Date: