



## **REQUEST FOR EXTENSION TO TIME ALLOWED FOR ADVANCEMENT TO CANDIDACY DOCUMENTATION REQUIRED**

When a student requires an extension to the deadline to achieve candidacy the following documentation is required by the College of Graduate Studies:

- 1) The attached form, fully completed along with the required signatures,**
- 2) A memorandum addressed to the Dean of Graduate Studies providing the rationale for requesting the extension,**
- 3) A detailed work plan signed by the supervisor outlining the following:**
  - a) The number of comps**
  - b) When you anticipate the comprehensives will be completed**
  - c) When you anticipate the research proposal will be completed**

Graduate Studies may request progress reports be submitted at various times throughout the extension.

**PLEASE ENSURE ALL DOCUMENTATION IS SUBMITTED TOGETHER TO ENSURE THE REQUEST IS  
CONSIDERED IN A TIMELY MANNER.**



## REQUEST FOR EXTENSION TO TIME ALLOWED FOR ADVANCEMENT TO CANDIDACY

<b>STUDENT INFORMATION</b>		<b>Student Number:</b>	
<b>First Name:</b>		<b>Last Name:</b>	
<b>Address:</b>			
<b>Address:</b>		<b>City:</b>	
<b>Prov/State:</b>	<b>Postal Code:</b>	<b>Country:</b>	
<b>Email:</b>	<b>Degree Start Date:</b>	<b>Program Name:</b>	

**Original deadline for advancement to candidacy:** \_\_\_\_\_

**Extension requested to:**     Dec 31, 20\_\_                       April 30, 20\_\_                       Aug 31, 20\_\_  
Normally granted 6 months

Please see <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,285,984,1168> for information on advancement to candidacy.

The graduate program must include the following in its request to the College of Graduate Studies:

- Memo justifying the request for extension.
- Extension Timeline memo

Students may be required to submit one or more progress reports on or before dates specified by the College of Graduate Studies

**Memo attached**                       **Timeline attached**                       **Medical note attached (if applicable)**

I request an extension to the time allowed for advancement to candidacy for the above student. (Please note that this form will not be processed for students who have outstanding fees.)

**Approval of Supervisor:**

\_\_\_\_\_  
Signature                                      Name (Please Print)                                      Program                                      Date (yyyy/mm/dd)

**Approval of Graduate Program Coordinator:**

\_\_\_\_\_  
Signature                                      Name (Please Print)                                      Program                                      Date (yyyy/mm/dd)

**College of Graduate Studies use only:**

\_\_\_\_\_  
Date of Approval                                      Signature of Dean of Graduate Studies

Extension Granted:                                          Progress Reports: \_\_\_\_\_