

Doctoral students are expected to complete their second year review and advance to candidacy prior to the first day of the seventh quarter (typically fall quarter of the student's third year); see GAP 4.6. The purpose of this policy is to help assure timely progress toward completion of the Ph.D. With permission from the advisor and area chair, students may petition for an extension of the second-year review deadline to the seventh quarter of enrollment. If students require an extension, they must fill out this form, have their advisor and area chair review and sign it, and submit it to the doctoral programs officer by the first week of classes of the seventh quarter. Failure to successfully complete the review by the end of the seventh quarter will lead immediately to a review of program status by the Associate Dean of Student Affairs and may result in suspension of doctoral funding and/or dismissal from the program.

**To be completed by the student:**

Student Name: \_\_\_\_\_ Student I.D. #: \_\_\_\_\_

Student Email: \_\_\_\_\_

Please outline the reason for requesting the extension and your plan for completing your second year review during the seventh quarter:

**Students must obtain signatures below before submitting the form.**

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_