

TEACHERS COLLEGE
COLUMBIA UNIVERSITY
Office of Doctoral Studies
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Extension of Ph.D. Candidacy

Extension of candidacy for students who enrolled for the first time in or after September 1959 may be granted by the Dean of The Graduate School of Arts and Sciences if:

- (a) The student is nearing the end of six or seven years period of eligibility,
- (b) Substantial progress has been made toward completion of the Ph.D. degree requirements,
- (c) The period of time needed is not excessive.

Normally, extensions are granted for (1) one semester not to exceed (1) one year.

The procedures for requesting an extension are:

1. After conferring with his or her faculty adviser, the student shall write a letter addressed to the Office of Doctoral Studies. The letter should include precise information detailing the following three points:
 - a. On the **first line of your letter or memorandum** indicate the **exact time needed to complete all the requirements by stating the beginning and ending semester and year**. Give a schedule of dates and steps within the period requested, such as when the dissertation will be completed and ready for distribution to the committee, when the final oral examination will be held, etc.
 - b. The reason(s) for not finishing within the original time period allotted.
 - c. The progress made-to-date in meeting requirements.

The faculty adviser's approval should include an evaluation of the quality of the student's achievement and appraisal of the student's proposed schedule for completing remaining requirements.

The Office of Doctoral Studies will evaluate the request and if reasonable, will then obtain approval from the Chair of the Subcommittee on Education. Copies of this approved request will be mailed to both the student and the adviser.