To: Applied Physics Students with Expired Ph.D. Candidacy

From: Paula Perron

Re: Applied Physics Guidelines for Extension of Candidacy

The following procedures are to be followed in Applied Physics by students who need to extend their Ph.D. Candidacy. These procedures are dictated in part by University guidelines.

1) The student needs to submit the required “Application for Extension of Candidacy” form, signed by the research advisor and by the Applied Physics co-research advisor if the research advisor is outside of Applied Physics. The Department Chair’s signature will be obtained at the final approval stage (see #4 below).

2) In addition to the extension request form, the student needs to provide a one to two page dissertation progress report which should include a succinct abstract of the dissertation topic and a timetable for research and writing. This report is to be reviewed and signed by the research advisor if the advisor is an Applied Physics faculty member. If the student is working with someone outside of the Department, then the report must be reviewed and approved by the Applied Physics co-research advisor in addition to the research advisor.

3) The application form and the approved progress report should be submitted to the Department Office for the Graduate Study Committee’s review. A communication containing the findings of the review process and expectations for completion of the dissertation will be provided by the Graduate Study Committee.

4) The application form, the student’s progress report, and the communication will require the AP Department Chair’s final approval. It is the Department Office’s responsibility to extend the student’s candidacy on the University’s on-line system based on the approved extension.

Paula P. Perron
Application for Extension of Candidacy or Master's Program

 Candidate's Name (Last)   (First)   (Middle)   (Phone #)

 Mailing Address   Street

 City   State   Zip

 Stanford Student Number   Most Recent Quarter Registered   Department   Degree

To be Completed by Student

Expected Completion Dates of Remaining Degree Requirements:

Course Work   Oral Examination   Dissertation   Degree Conferral

Briefly explain why degree program was not completed within original candidacy period:

For Ph.D. Students

Unless the dissertation is in the final stage of completion, you must prepare a dissertation progress report that includes a succinct abstract of dissertation topic and a timetable for research and writing. The report must be submitted with this form for your department to review.

To Be Completed by Department

Overall Progress:

Special Problems:

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<th>Approved</th>
<th>Denied</th>
<th>Signature</th>
<th>Printed Name</th>
<th>Date</th>
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<td>Department Chair or School Dean</td>
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Extension of Candidacy is recommended through (maximum of one year):

Department Administrator Verification/NSI input: 

Name   Date

6/98