

Office Memorandum - Applied Physics - Stanford University - Office Memorandum

September 2015

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



(please type or print)

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

Frequency of contact with adviser or dissertation committee:

Overall Progress:

Special Problems:

	Approved	Denied	Signature	Printed Name	Date
Adviser	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Department Chair or School Dean	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Extension of Candidacy is recommended through (maximum of one year): _____
month/year

Department Administrator Verification/NSI input: _____
Name Date