

The Faculty of Graduate and Postdoctoral studies requires very specific paperwork for any of your requests (extension, leave, course audit, withdrawal).

The following is required procedure/paperwork:

1. You need to write a separate email with your request (no replying to advisor's or my email) because your email will be forwarded to G+PS as a part of all the paperwork
2. The subject line of your email should read: your last name, first name, student number – request for...
3. In your email you are addressing your supervisor and the Grad advisor, not me (cc: me): Dear Dr. (your supervisor's last name) and Dr. Orbaugh (MA students)/Dr. Rusk (PHD)
4. If you are asking for an extension you need to add the following:
  - when you started the program
  - what have you finished so far (e.g., wrote chapter 2, passed one comps exam)
  - why you haven't finished your program/comps by the deadline
  - how much time you still need ( 4, 8 or 12 months), ask for more time than you think you really need
  - what is your time line. The time line starts with September 2015

Example timeline:

Sept 2015	Chapter 2 writing
Nov 2015	Chapter 2 submission to committee

You can include the time line in your email or send it as an attachment. The sample time line is posted at <https://www.grad.ubc.ca/faculty-staff/admin-resources-templates/sample-extension-time-line>

5. For an extension your supervisor must write an email to Grad Advisor/Associate Grad Advisor (cc: me) justifying your request. This email will serve as a memo and cannot be a single sentence as "I support this request ". You need to ask your supervisor to write this email. Supervisor's email should be a report from last supervisory committee meeting. However, if an official meeting didn't take place, your supervisor can write that consultation was done through email, by phone, in person. In the email your supervisor needs to report on your progress and how you are going to finish your thesis/comps in the extended time.
6. If the Graduate Advisor agrees with the request, the Department will submit a recommendation for extension to the Faculty of Graduate Studies. Grad Secretary will fill the form that your supervisor and Grad Advisor need to sign.

Your request will be sent to G+PS when ALL paperwork is complete.

Program extension: University regulations establish a five-year time limit for the completion of a master's program and a six-year time limit for the completion of a doctoral program. Please see <https://www.grad.ubc.ca/faculty-staff/policies-procedures/extension> for information on extensions. The time that the student is on approved leave does not count in the determination of the time limit. Extensions will not be granted beyond two years.

PhD comprehensive exams extension: Students are normally expected to complete their comprehensive examination within 24 months from the date of initial registration. A student who is not admitted to candidacy within 36 months from the date of initial registration must withdraw from the program. Extension of this period may be permitted by the Dean of Graduate Studies in exceptional circumstances.

Leave of absence: Leave is granted when a student is best advised, for personal, health, or other reasons, to have time completely away from her/his academic responsibilities. The leave period is not included in the time period for completion of the degree. A leave will begin normally on the first day of term, for a period of four, eight or 12 months. For a leave of absence for medical reasons, the request

should include a medical note. The total duration of all leaves of absence granted in a graduate program is normally limited to 24 months for a doctoral student and to 12 months for a master's student, except for Leave to Pursue a Second Program of Study. More at <https://www.grad.ubc.ca/current-students/managing-your-program/leave-absence>  
Send your request to your supervisor and the Graduate Advisor, stating the reasons for a leave. For personal leave you don't need to give any reason, just write that you are requesting a leave for personal reasons, how many months (four, eight or one year) and the start date.

**Since you need to sign this form download and complete the "Request for Leave of Absence" form from Grad Studies website. Obtain the signatures of your supervisor and the advisor indicating their approval and give the form to Grad secretary.**

Withdrawal: A student wishing to withdraw voluntarily from the program must notify the Department (your supervisor and the Graduate Advisor) in writing in order to obtain the approval. You have to state the reason and the effective date of withdrawal ( August 31, 2015). If approved, the Graduate Advisor will send a memo/form to G+PS asking for your withdrawal. When the withdrawal is approved, the academic record will show the date of withdrawal and a standing of "W" in all courses not completed on that date. If withdrawal is not approved, the student will remain registered in all courses and a final grade and/or standing will be assigned at the end of the term or session. A student who does not complete formal withdrawal procedures will be liable for all assessed fees until such procedures are completed. Retroactive withdrawal requests are normally not approved by Graduate Studies.

Audit: Auditors are students registered in a credit course who are expected to complete all course requirements except the final exam. They may be given Fail (F) standing if their performance is not satisfactory. An auditing student's academic record will list "AUD" as the grade obtained upon successful completion of course requirements.

Graduate students who wish to audit a course must:

1. Inform the instructor at the beginning of the course of their intention to audit it.
2. Fill a Change of Registration form <https://www.grad.ubc.ca/forms/registration-change-registration-form> collect signatures from the instructor and the Graduate Advisor and give it to the Graduate Secretary

The Faculty of Graduate Studies will authorize audit standing in a course only if the graduate program advisor confirms that the initial registration was as an auditor. A student may not change to audit status after the normal date for adding and dropping courses.