



Extending Your Period of Candidacy (POC)

The period of candidacy (POC) is the time within which students must complete all programme requirements. The POC begins the first semester you register in your certificate, diploma or degree programme. The POC for a certificate programme is 3 years; for a diploma programme is 5 years; and for an associate of applied science degree programme is 7 years.

Students with a cumulative GPA of 2.00 or higher and who are nearing the end of their period of candidacy may request an extension of their candidacy provided they have completed three-quarters of their programme of study.

Students who do not complete programme requirements within the time indicated above will have their candidacy canceled and their academic records closed.

Students who believe they will not be able to complete all programme requirements before their period of candidacy expires should:

STEP 1

- Meet with your academic advisor at least one semester before the end of your period of candidacy.
- Discuss with your academic advisor the need for an extension of your candidacy.
- Identify the courses you need to take to complete your programme requirements and the semester(s) in which you can take them.

STEP 2

- Complete and sign the *Request for Extension of Period of Candidacy*; be sure to list the courses needed to complete programme requirements and the semester/year in which you plan to take them.
- Have your academic advisor sign the completed form.

Once completed and signed, your academic advisor will forward the request form to the relevant Head of Department and Dean for approval.

Within 4 weeks of receipt of the request, the Dean will notify you in writing of the decision.

Requests for extensions of candidacy, that is the time allocated to complete programme requirements, shall not exceed 4 semesters.

Students who do not complete programme requirements within the time allocated for the extension will not be considered for another extension. Instead, their candidacy in the programme will be canceled and their academic records closed.

Students whose candidacy has expired must apply for readmission to BTVI.