



REQUEST FOR EXTENSION OF PERIOD OF CANDIDACY

Students who are nearing the end of their period of candidacy (POC) and who need additional time to complete programme requirements may request an extension of their POC. **At least 1 semester prior to the end of their candidacy**, students must submit a completed *Request for Extension of Period of Candidacy* to their academic advisor for onward submission to the relevant Dean through the Head of Department. To be eligible for an extension of candidacy, students must have completed at least three quarters of their programme of study. The time allocated to complete programme requirements shall not exceed 4 semesters.

Student's Name: _____ BTVI ID #: _____

Student's Email Address: _____ Cell Phone: _____

Programme (Select One): Associate Degree Diploma Certificate Major: _____

Total Programme Credit Hours: _____ Credit Hours Completed: _____ Credit Hours Outstanding: _____

Cumulative GPA: _____ Major GPA: _____ Time Needed to Complete Programme: : Semester(s)

Courses Needed to Complete Programme Requirements		Anticipated Enrolment: Semester & Year
Abbrev. & No	Title	

I have discussed the courses needed to complete programme requirements and the semester/year in which they are to be taken with my academic advisor. I understand that failure to complete the requirements indicated above will result in the cancellation of my candidacy.

Student's Signature: _____ Date: _____

Academic Advisor's Signature: _____ Date: _____

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Request Denied Request Approved Recommended Extension: _____

Head of Department's Signature: _____ Date: _____

Request Denied Request Approved Recommended Extension: _____

Dean's Signature: _____ Date: _____