

# Extended Registration (Candidacy) Instructions

**Please read the instructions carefully before completing the petition form. Incomplete petitions or petitions missing signatures will be returned and the delay could result in an enrollment hold.**

According to Institute policy:

*All PhD students who have not been admitted to candidacy by the end of the third year or after 12 terms must petition the Dean of Graduate Studies for permission to register for further work. Additionally, all students, fourth year and above, must meet annually with their thesis advisory committee to ensure satisfactory progress.*

## Requirements

On the following petition provide a candidacy exam date, the status of your progress to date and a plan for completing candidacy requirements, as well as a timeline for degree completion. Be sure to include sufficient information (attach additional material if needed) and describe any extenuating circumstances so we can determine if further discussion is needed with you or your advisor.

If you have taken and passed the candidacy exam and are missing course requirements to advance to candidacy, please include a detailed plan of which courses you will take and when you take them to fulfill this requirement. Advancement to candidacy requires both passing any oral or written exams and fulfilling any prescribed coursework for the degree outlined by your major option. If you have obtained any course waivers, it is your responsibility to make sure the option has authorized these, and they are noted within REGIS.

The Option Representative and your Advisor must recommend approval of the petition before the Dean grants final approval. Approval of the petition for extended registration generally applies for two terms and requires evidence of academic progress and a timely plan to complete candidacy. If a further extension is necessary, a firm candidacy date must be agreed upon and entered in REGIS.

## Candidacy Exam Date

For students who have not completed candidacy by 12 terms, you can petition for an extension of two terms to finalize candidacy requirements. When you have a date scheduled for candidacy, please note this on the petition and post the information into REGIS.

For students who are requesting a second and final extension (i.e., have completed >14 terms), an enrollment hold will be put in REGIS and you will be placed on academic probation until completion of candidacy. To enroll, you will need to submit another extended registration petition with documentation that you have constituted a candidacy committee and have scheduled a candidacy examination. The candidacy exam date must be included on the petition and posted in REGIS.

## Questions

For all questions regarding extended registration, please contact the [Graduate Studies Office](#).

# CALTECH GRADUATE STUDIES OFFICE

M/C 230-87, Room 230 Center for Student Services, [gradofc@caltech.edu](mailto:gradofc@caltech.edu)

## Extended Registration (Candidacy)

Caltech UID:

Last Name:

First Name:

Option:

Year of Study as of Fall term (ex. G1):

Thesis Advisor:

Student Email:

Do you hold a current visa (international student):      Yes      No

Candidacy Exam Date:

Status of your current progress and plan for completing candidacy requirements:

Timeline for degree completion:

Student Signature \_\_\_\_\_ Date:

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I support the plan detailed above.

Option Representative Signature \_\_\_\_\_ Date:

Thesis Advisor Signature \_\_\_\_\_ Date:

- Approved
- Not Approved

Dean of Graduate Studies Signature \_\_\_\_\_ Date:

Notes: