

Internal Promotion: Advancing Master's Candidates to PhD within a Program

Program: Please attach this form to the Graduate Admission Summary Profile (GASP) form and submit to the Associate Director, Graduate Student Affairs in the Faculty of Graduate Studies.

Student information		
Surname, First Name	Student Number	Status
Advancing to PhD program in:		Start session in:
<p>Note: The Graduate Program Director must outline a detailed rationale to support the transfer, including an evaluation of the student's ability to pursue the advanced degree as well as suitability for the proposed timeline in relation to the student's previous academic work and planned research project.</p> <p>Please attach your detailed rationale to this form.</p>		FA _____
		WI _____
		SU _____

Type of Promotion

Complete one of the following sections.

Option 1

Policy: A student convocating with a master's degree advances to the doctoral degree just prior to, or in the subsequent term following, convocation.

I hereby certify that the above-named student will be convocating with his/her/their Master's degree at the February June October _____ ceremony. Consequently, I am permitting him/her/them to advance to the PhD level.

Note: June Convocation = Summer or Fall term start session; October convocation = Fall or Winter term start session.

Option 2

Policy: A student advances to the doctoral degree prior to completing their master's degree on the condition that the master's degree requirements are completed by the end of the first term in the doctoral degree.

The above-named student has been permitted to proceed to the PhD level without first obtaining his/her/their Master's degree on the condition that he/she/they complete the Master's degree requirements by _____ (please indicate term & year). Student would also be registered as part-time in Master's degree until completion. Should the student not meet this condition in the time specified, the offer for the PhD program will be rescinded prior to the start of the next term.

Option 3

Policy: A student advances to the doctoral degree unconditionally i.e., without being awarded the master's degree.

The above-named student has been permitted to advance unconditionally to the PhD level without first being awarded his/her/their Master's degree.

please see page 2.

Graduate Program Director

Name

Signature

Faculty of Graduate Studies (For office use only) May proceed May not proceed

Comments:

Date: (mm/dd/yyyy) _____ Initials: _____

Admission (For office use only) Student Admitted

Cohort _____ Date _____ Initials _____

 Sent to Document Processing Manager _____ Date _____**Program Quota**

Registrars Office (For office use only—only applies to option 2 & 3) Record updated

Date _____ Initials _____

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