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| SELECT AND DELETE THIS TABLE WHEN YOU HAVE READ THE INSTRUCTIONS |
| This template is designed to help you create a timeline to support a candidacy or program extension request. Your timeline can follow any format that makes sense for you. But if you are unsure what to include or struggling to create a timeline, this document will provide you with some guidance and a place to start.* Every student’s timeline will look different due to the nature of their research, their program requirements, and the progress that they have made.
* A timeline should indicate the work or activities that still need to be completed in your program and when you plan to complete them. If you find it helpful, you can choose to include work that you have already completed and when it was completed.
* The timeline should include whatever level of detail makes it valuable for you. However, it is recommended that you break down larger tasks like “Write Thesis/Dissertation” into smaller components, such as writing specific chapters.
* Potential activities to include in a request for an extension to program.
	+ Complete experiments
	+ Complete analysis
	+ Write Research Methods chapter
	+ Write Introduction
	+ Write Conclusion
	+ Send thesis/dissertation/chapter to supervisor for feedback
	+ Make thesis/dissertation/chapter revisions based on supervisor feedback
	+ Complete oral defense
	+ Submit final thesis to the Faculty of Graduate Studies
* Potential activities to include in a request for an extension to candidacy.
	+ Complete remaining course requirements (specify which courses are required and which term they will be taken)
	+ Complete Language Proficiency Exam
	+ Draft/Write Thesis Proposal
	+ Submit Thesis Proposal
	+ Oral Thesis Proposal meeting/exam
	+ Set Written Field of Study Questions or topic areas
	+ Receive Field of Study Reading List
	+ Complete Literature Review
	+ Submit Written Field of Study Exam
	+ Complete Oral Field of Study Exam
	+ Attend Research Integrity Day
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Timeline for Extension Request

(Optional) Add any text that you feel would be valuable to supplement your timeline

| Activity | Intended Completion Month | Additional Notes |
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