

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: FA _____ WI _____ SU _____	

Type of Promotion

Complete **one** of the following sections.

Option 1 ☐

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

The above-named student has been permitted to proceed to the PhD level without first obtaining his/her Master's degree on the condition that he/she complete the Master's degree requirements by _____ (please indicate term & year, maximum 2 terms e.g. WI 24). 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 Should the student not meet this condition in the time specified, the offer for the PhD program will be rescinded prior to the start of the next term.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 ☐

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

Graduate Program Director

Name	Signature
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Faculty of Graduate Studies (For office use only)

☐ May proceed ☐ May not proceed Comments:

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

Admissions (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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