


Date: April 8, 2016  
To: Head Graduate Advisors, Graduate Student Affairs Officers  
From: Kim Voss, Associate Dean of the Graduate Division   
Re: Changes to Lapsing of Candidacy Procedures for Doctoral Students

As the administrative arm of the Graduate Council, the Graduate Division has a responsibility to maintain documentation about the candidacy status of graduate students. However, effective with this memo, the Dean of the Graduate Division will defer to the recommendation of a department's Head Graduate Advisor when deciding whether to extend a doctoral student's candidacy.

We made this procedural change to uphold the Graduate Council's requirement for Graduate Division oversight of student progress, to simplify procedures and reduce unnecessary paperwork, and to allow departmental faculty the flexibility they need to effectively advise students towards completion of their degree in a timely manner.

Upon submission of a current *Doctoral Candidacy Review—DCR* (formerly known in *GLOW as Academic Progress Report—APR*), all requests for extension to candidacy requested by the Dissertation Chair and Head Graduate Advisor will be granted on a one-year basis. Each subsequent request for extension will require an updated DCR. We ask for the DCR to ensure that students and their advisors have developed a plan for timely completion of degrees and are in regular contact. To promote timely progress to degree, Graduate Division will require additional information regarding a student's progress after repeated extension requests.

Each semester the Graduate Degrees Office will inform departments which students are expected to lapse that semester and will provide a deadline by which extension requests must be received and DCRs must be completed.

To extend a student's candidacy, please submit a memo from the department's Head Graduate Advisor, asserting the student is still making satisfactory progress, and a copy of the completed DCR to the Graduate Degrees Office via [degreesscans@berkeley.edu](mailto:degreesscans@berkeley.edu).

Students for whom a request for extension and DCR are not submitted will be lapsed. Students in lapsed status are allowed to enroll, pay fees, and continue to access student resources, but must request reinstatement of candidacy prior to filing the dissertation. See F3.7 of the *Guide to Graduate Policy* for reinstatement information and procedure.

Students in lapsed status are not allowed to serve as GSI/GSRs without an exceptional approval by the Graduate Division. Requests for exception should address the student's ability to make academic progress while serving as a GSI or GSR, and should indicate the semester that the student is expected to file. Send requests for students to hold an appointment in lapsed status to [gradappt@berkeley.edu](mailto:gradappt@berkeley.edu).