Policy: 05-55-00

Application for Candidacy

OFFICE OF RECORD: Office of Graduate Studies and Research
ISSUED BY: Dean of Graduate Studies and Research
APPROVED BY: 05-55-00
EFFECTIVE DATE: 06/26/08

Policy

Admission to a graduate program is not the equivalent of acceptance as a candidate for a graduate degree. The application for advancement to candidacy will include a summary of all courses and degree requirements to be applied toward the degree. Filing of this application indicates that the student is entering the final stages of degree completion. Admission to candidacy requires review and approval of the Candidacy application by the student's advisor and the graduate program coordinator. Failure to submit this application as requested may result in blocked registration in the student's subsequent semesters.

Procedures

Master's degree students are responsible for filing an Application for Candidacy by the census date of the semester prior to their intended graduation semester. Doctoral degree students are responsible for filing an Application for Candidacy by the census date of the semester following the semester in which they meet eligibility requirements for advancement to candidacy. For doctoral students to be advanced to candidacy, students must fulfill the following requirements:

1. Successful completion of all specified courses of their Plan of Study for the graduate program in which they are enrolled.

2. Successfully complete their comprehensive exam and qualifying portfolio (if required) (doctoral students only)

3. A Plan of Study grade point average of 3.0 (a "B" average).

4. Meeting Regental standards for residency (BOR 2:29 Degree Residency Policy)
The students' advisor and graduate program coordinator will review and approve the document. The original form will be forwarded to the Office of Graduate Studies and Research. After ensuring that all candidacy requirements have been met, the Dean of Graduate Studies and Research will certify the student is eligible for candidacy and will notify the program coordinator and the student. Doctoral students are then referred to as doctoral candidates or ABD (All But Dissertation).

The students' advisor and graduate program coordinator may request that the Office of Graduate Studies and Research terminate the candidacy of a student who does not show ability to complete the degree. The student advisor should submit a separate written request for each student recommended for termination to the Office of Graduate Studies and Research.