

Direction for Completion of the Application for Admission to Candidacy for the Degree

- Prior to completing this form, consult with your advisor and refer to the regulations for master's, specialist, and doctoral degrees in the *Graduate Catalog* to assess your eligibility for admission to candidacy.
- List all courses completed as well as courses to be completed that will meet the requirements for the degree as specified by the catalog currently in effect.
- No course beyond the expected date of graduation and the six-year time limit for the degree should be included on this form.
- Coursework for which a student has earned a grade of D or F is not accepted toward candidacy.
- In order to be eligible for admission to candidacy, the student must have a B average (3.0 GPA) on all courses taken for graduate credit and have completed prerequisite and designated courses as required by the major department or school.
- All courses must be taken for graduate credit.
- Any proposed change(s) in this approved program must be submitted on the Revision to Candidacy form and be approved by the advisor and the Director of the Graduate School.
- **Candidacy forms must be typed or word-processed.**
- Candidacy forms are to be completed after 9 hours and prior to the completion of more than 18 hours.
- A maximum of nine hours of approved graduate credit earned in 400-level courses may be included in any master's degree program.
- **Courses listed on the candidacy form that are substituted for a required course should have the required course listed in parenthesis on the same line as the substituted course.**