# 4.6.2 Doctoral Degrees, Candidacy: Implementation

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## 1. Admission to Candidacy

Candidacy is awarded upon successful completion of department qualifying procedures.

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<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
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<tbody>
<tr>
<td>Upon successful completion of department qualifying procedures and any</td>
<td>Student</td>
</tr>
<tr>
<td>additional department requirements, completes the Application for Candidacy</td>
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<tr>
<td>for a Doctoral Degree [1], and submits it to the department for approval. If</td>
<td></td>
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<tr>
<td>a Ph.D. program includes a minor, an Application for Ph.D. Minor [2] must be</td>
<td></td>
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<tr>
<td>submitted to both the major and minor departments and the Office of the</td>
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<tr>
<td>Registrar for approval as well.</td>
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<tr>
<td>Reviews the application for compliance with both department and University</td>
<td>Department</td>
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<tr>
<td>requirements for the degree. Enters the candidacy information into Peoplesoft</td>
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<tr>
<td>Student Administration.</td>
<td></td>
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<tr>
<td>Approves any changes in courses or other requirements made after the</td>
<td>Department, Advisor, Chair</td>
</tr>
<tr>
<td>Application for Candidacy is filed. Verifies completion of the work specified</td>
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<tr>
<td>and subsequent revisions prior to approving TGR status or conferral of the</td>
<td></td>
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<tr>
<td>degree.</td>
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<tr>
<td>Monitors students’ timely admission to candidacy. If a student has not applied</td>
<td>Department</td>
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<tr>
<td>within the appropriate period of time, notifies the student and the advisor.</td>
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<tr>
<td>In addition, may place an Enrollment Hold (see GAP 5.5, Enrollment Holds [3])</td>
<td></td>
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<td>and release it upon receipt of the candidacy application or the department’s</td>
<td></td>
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<tr>
<td>agreement to delay the candidacy vote.</td>
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</tbody>
</table>

[1]: Application for Candidacy for a Doctoral Degree
[2]: Application for Ph.D. Minor
[3]: Enrollment Holds
## 2. Extension of Candidacy

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Completes the Application for Extension of Candidacy [4] and obtains the approval of the advisor and department chair.</td>
<td>Student</td>
</tr>
<tr>
<td>2. If approved, changes the month and year of the expiration to the new expiration date. Students may receive a maximum of one additional year of candidacy per extension.</td>
<td>Department</td>
</tr>
</tbody>
</table>

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**Links**