# 4.6.2 Doctoral Degrees, Candidacy: Implementation

## 1. Admission to Candidacy

Candidacy is awarded upon successful completion of department qualifying procedures.

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<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>
<td></td>
</tr>
<tr>
<td>for a Doctoral Degree](<a href="https://gap.stanford.edu">https://gap.stanford.edu</a>) [1], and submits it to the</td>
<td></td>
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<tr>
<td>department for approval. If a Ph.D. program includes a minor, an [Application</td>
<td></td>
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<tr>
<td>for Ph.D. Minor](<a href="https://gap.stanford.edu">https://gap.stanford.edu</a>) [2] must be submitted to both the</td>
<td></td>
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<tr>
<td>major and minor departments and the Office of the Registrar for approval as</td>
<td></td>
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<tr>
<td>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>
<td></td>
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<tr>
<td>Student Administration.</td>
<td></td>
</tr>
<tr>
<td>Approves any changes in courses or other requirements made after the</td>
<td>Department, Advisor,</td>
</tr>
<tr>
<td>Application for Candidacy is filed. Verifies completion of the work specified</td>
<td>Chair</td>
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<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>
<td></td>
</tr>
<tr>
<td>In addition, may place an Enrollment Hold (see GAP 5.5, <a href="https://gap.stanford.edu">Enrollment Holds</a> [3]) and release it upon receipt of the candidacy application or the department’s agreement to delay the candidacy vote.</td>
<td></td>
</tr>
</tbody>
</table>

[1]

[Application for Candidacy](https://gap.stanford.edu)

[2]

[Application for Ph.D. Minor](https://gap.stanford.edu)

[3]

[Enrollment Holds](https://gap.stanford.edu)
## 2. Extension of Candidacy

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completes the <a href="https://stanford.app.box.com/appcandextens">Application for Extension of Candidacy</a> 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>

Source URL: https://gap.stanford.edu/handbooks/gap-handbook/chapter-4/subchapter-6/page-4-6-2

Links