1. Admission to Candidacy

Candidacy is awarded upon successful completion of department qualifying procedures.

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

- **RESPONSIBILITY**
  - Student
  - Department
  - Department, Advisor, Chair
  - Department
# 2. Extension of Candidacy

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</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>
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