

## **Questions about Completing the Admission to Candidacy Form for Ed.S. and all Master's Degrees**

### **When should I submit the admission to candidacy?**

You may submit the Admission to Candidacy form after completing nine hours of graduate coursework with a 3.0 average or better. Candidates for the specialist degree may submit the form before completing fifteen hours of coursework in the Ed.S. program. You must submit the form no later than the last day of classes preceding the one in which you expect to graduate. Please note that the Admission to Candidacy form must be submitted before you will be allowed to complete your final examination.

### **How do I fill out the form?**

Admission to candidacy forms are available on the [Graduate School](#) website. Use your academic history\* and list in chronological order the graduate coursework you will apply toward your degree, paying close attention to the requirements for your major. Check the current Graduate Catalog and consult your major professor to ensure that you meet the requirements for your degree.

\* To obtain an academic history, go to the Registrar's Office to print one or ask for one to be printed in your academic department, or in the Graduate School at 111 Student Services Building

### **How do I submit the form?**

Submit your original Admission to Candidacy form complete with all necessary signatures including the Graduate Program Director, to the Graduate School, 111 Student Services Building. You should also submit your graduation application with your Admission to Candidacy form.

### **What will the Graduation Specialist look for in evaluating this form?**

The Graduation Specialist will first ensure that you have listed the appropriate major and degree to which you have been admitted. Then, your coursework will be checked against your academic history for accuracy. We will also look for the following:

- Degree requirements (Proper number of graduate coursework hours and, if applicable, thesis hours).
- Time Limit (No course used toward the degree may be more than six years old at the time of graduation).
- Transfer courses (Check catalog for restrictions and requirements).
- Signatures of committee members and department head (be sure to PRINT each name next to signature).

### **What happens next?**

The next step is to complete a graduation application for the term in which you plan to graduate. If your admission to candidacy is approved, you and your major professor will receive an email notification. If not, you will receive a letter explaining what problems exist. It is your responsibility to handle any problems in a timely manner so that your graduation is not delayed.

You should obtain deadline dates (<http://gradschool.utk.edu/ddategraduation.shtml>) for the semester you intend to graduate.