

## **Questions About Completing the Admission to Candidacy For the Ph.D., Ed.D, and AUD.**

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

You may submit the Admission to Candidacy form after admission as a potential candidate to the doctoral program, passing the comprehensive exams, fulfilling any applicable language requirements, and maintaining a B average in coursework. In addition, your doctoral committee must be officially established through the Graduation Specialist before your Admission to Candidacy will be approved.

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

Admission to Candidacy forms are available on the Graduate School's website. Use your academic history and list in chronological order the coursework you will apply toward your degree, paying close attention to the requirements for your major. Check the current Graduate School Catalog and consult your major professor to ensure that you meet the requirements for your degree. For coursework used from a prior Master's degree, you may list those hours in a special section and list the university in which the degree was awarded.

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

After you get all the necessary signatures, including department head, submit your form with original signatures to the Graduate School, P-105 Andy Holt Tower. Note that the signature of the committee members must match the signature listed on the approved Doctoral Committee Appointment form.

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

The Graduation Specialist will first ensure that you have listed the correct 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 (48 hours of coursework beyond the bachelor's degree, [at least 24 of the 48 must come from beyond the master's], at least six hours of 600-level coursework taken at UT, at least 30 of 48 hours of coursework with letter grade, plus 24 hours of dissertation and continuous registration in dissertation).  
*\*Note, some departments have different requirements. Check with your department or the current Graduate School Catalog to be sure!\**
- Time Limit (No course used toward the degree may be more than eight years old at the time of graduation).
- Language Requirements, cognate area coursework, or computer courses, if applicable.
- Signatures of committee members and department head (Be sure to print each name next to signature, we must be able to read the names or the forms will be returned).
- Residence requirement (At least two consecutive semesters of full-time enrollment [9 hours]). If you are submitting semesters for residence when you were working as a graduate assistant and you were enrolled in only six hours a semester, please attach a letter certifying your appointment at 50% FTE.
- Completion of exams (include the date of your successful completion of the doctoral comprehensive examination on the back of the form).

### **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 form is approved, you and your graduate program director will receive an email notification. If not, you will receive an email explaining what problems exist. It is your responsibility to handle any problems in a timely manner so that your graduation is not delayed.

Obtain deadline dates for the semester you intend to graduate. You should contact the Thesis/Dissertation consultant for preliminary format review prior to defense.