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# Admission to Candidacy

## Masters or Specialist Degree (Course-Only, No Comprehensive Exam)

### When to Use this Form

The Admission to Candidacy form is a contract between a student and the university, establishing the coursework required to graduate with a degree in their chosen program. Once the form has been submitted and approved, any later changes to the degree requirements for a program will not apply to the candidate. If for any reason (class unavailability, etc.), a course listed on this form cannot be completed, the candidate may submit a Revision to Admission to Candidacy form. These revisions will need to be approved by the candidate's major professor.

You may submit this form after completing nine hours of graduate coursework with a 3.0 average or better. **You must submit the form no later than the last day of classes preceding the term in which you expect to graduate (see [tiny.utk.edu/grad-deadlines](http://tiny.utk.edu/grad-deadlines) for current deadline dates).**

*Note that the Admission to Candidacy form must be submitted before you will be allowed to complete your final examination.*

### Instructions

1. Fill out the identifying information (name, email, major, degree, etc.).
2. 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.
3. You will need to get your own signature and the signatures of your major advisor and the Director of Graduate Studies for your program. To use electronic signatures, use Adobe Acrobat Reader to apply your signature and then send to each person in turn to have them apply their electronic signature and return it to you (visit the [Graduate School Website](#) for full instructions on this process). If you are unable to collect electronic signatures, your major advisor and Director of Graduate Studies can sign/type/stamp the form, but the completed form must be submitted to the Graduate School by the department (no student submissions will be accepted).
4. Once all signatures have been collected, a departmental representative must email the signed form to the Graduate School at [gradspec@utk.edu](mailto:gradspec@utk.edu). The signed form *cannot* be accepted by the Graduate School if it is sent from a student email account.

**If you are having difficulty getting signatures, please contact the Graduate School at 865-974-2475 ([gradschool@utk.edu](mailto:gradschool@utk.edu)), and we can help find a solution.**

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## Masters or Specialist Degree

### Important Considerations

When evaluating your 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. The Graduation Specialist 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 Director of Graduate Studies (be sure to **print** each name next to signature).

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 submit your graduation application through MyUTK by the same deadline date as the Admission to Candidacy, the last day of classes preceding the term in which you expect to graduate (see [tiny.utk.edu/grad-deadlines](http://tiny.utk.edu/grad-deadlines) for current deadline dates).

**This form will not be accepted by the Graduate School without signatures of the major advisor and the Director of Graduate Studies. If you are having difficulty getting signatures, please contact the Graduation Specialists at 865-974-2475 ([gradspec@utk.edu](mailto:gradspec@utk.edu)), and we can help find a solution.**

**Submit all forms to:**

The Graduate School  
111 Student Services Bldg.  
Knoxville, TN 37996-0211

# Admission to Candidacy

## Masters or Specialist Degree

**Name:** \_\_\_\_\_  
*Last*
*First*
*Middle*

**Student ID #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Degree:** \_\_\_\_\_

**Concentration:** \_\_\_\_\_

**To be Completed by the Graduate School**

\_\_\_\_\_ \_\_\_\_\_  
*Date Admitted* *Term for Degree*

\_\_\_\_\_

*Dean of the Graduate School*

**Campus (Choose One):**     *Knoxville (on-campus)*     *Distance Education (online only)*     *Nashville*     *UTSI*

**Student Signature:** \_\_\_\_\_

**In chronological order, list only graduate level courses that count towards the degree**

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Year/Term		Course #		Hours	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	

Minor: \_\_\_\_\_

Year/Term		Course #		Hours	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	

## Transfer Credit

Name of Institution: \_\_\_\_\_

Year/Term		Course #		Hours	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	

## Signatures

Print Name

Signature

Department

\_\_\_\_\_  
*Major Advisor*

\_\_\_\_\_  
*Director of Graduate Studies*