



Admission to Doctoral Candidacy Instructions for Completion & Submission

GRADUATE SCHOOL

THESIS/DISSERTATION

4202 East Fowler Ave, BEH304

Tampa, FL 33620

TEL: (813) 974-2846

<http://www.grad.usf.edu/>



Please read all instructions prior to form submission!
Please complete all sections. Incomplete forms will be returned
and will delay processing!



PURPOSE

Admission to Candidacy indicates that a doctoral student has completed all coursework and has passed a comprehensive exam attaining the graduate level to begin working on their dissertation manuscript.

COMPLETING ADMISSION TO CANDIDACY FORM

Please fill form in electronically.

PART 1. STUDENT INFORMATION

- **Name:** Input your last name first, then first name and middle initial (*if applicable*).
- **USF ID#:** Input your new USF ID#, digits only, after the "U" (*DO NOT put in your Social Security Number*)
- **Degree:** Choose your degree from the drop-down box (*either Ph.D. or Ed.D.*)
- **Telephone#:** Required for contact information
- **College:** Select from the dropdown list (AR, AS, BA, ED, EN, GS, ME, MS, NU, PH, VPA).
- **Email:** Input your e-mail address for contact information. Student letters are sent to the *mailing address* you have on file with the Office of the Registrar (*not your "permanent address"*). Please ensure that your "mailing address" is up-to-date with the Office of the Registrar.
- **Program/Department:** Input your Program/Department name.
- **Student Signature:** You must sign and date this form in order for processing to be completed.
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PART 2. POLICY REQUIREMENTS FOR ADMISSION TO DOCTORAL CANDIDACY

- A Doctoral Committee must be appointed prior to Admission to Candidacy
- Student must have successfully completed the comprehensive qualifying examination certified by the doctoral committee. Please input the date student completed the exam in the following format: m/d/yy.
- All enrollment requirements for admission to candidacy have been met and the student:
 - has been continuously enrolled since entering program (see Graduate Catalog for continuous enrollment policies),*
 - was enrolled in at least 2 graduate credits in the semester of the qualifying exam,*
 - is enrolled in at least 2 graduate credits the semester in which the Admission to Candidacy is submitted to the Graduate School for approval,*
 - has no "I" or "M" grades on their record (these grades must be cleared prior to admission to candidacy approval. Please do not attach a change of grade form as the candidacy cannot be approved if these grades are not already cleared. The form will be returned unprocessed if these grades are not already cleared), and*
 - has a minimum 3.00 Overall GPA*

- All additional program requirements for admission to doctoral candidacy have been met.
- *Once candidacy is approved, the student may enroll in dissertation hours in the following semester. **Students may not enroll in dissertation hours until the semester following effective admission to candidacy.***

CANDIDACY IS NOT EFFECTIVE UNTIL APPROVED BY THE GRADUATE SCHOOL.

For complete information refer to the Graduate Catalog, at www.grad.usf.edu. Thank you.

PART 3. APPROVALS

- **Printed Name/Signature:** Input the appropriate name on the left and obtain the signatures of the faculty members listed (*signature must be an original copy from the person listed*).
- **Date:** Ensure that a date of approval has also been provided by the signators.

PART 4. SUBMISSION INFORMATION

- **Submission Semester:** Candidacy form must be submitted to the Graduate School after securing signature approvals *no later than one semester* after the student has successfully completed the qualifying examination.
- **Deadline for Submission:** Admission to Candidacy forms *must be received by the Graduate School (BEH 304) no later than* the last day of classes in the Spring and Fall semesters, respectively; and no later than the Friday prior to the last week of classes in the Summer B semester. See deadlines listed on the Graduate School web site at <http://www.grad.usf.edu>.
- **Procedure for Submission:** Fill out online form, secure signatures, and submit to the Graduate School *ONE original signed form* with the following attached:
 - Student's unofficial transcript
- **Routing/Approvals:** Once approved by the Graduate School, the Office of the Registrar will be notified by email, a copy will be returned to the student with their admission to candidacy letter and two copies will be forwarded to each applicable college (*one for the college and one for the program/department*).

PART 5. CANDIDACY VERIFICATION

- **Staff:** Candidacy status can be verified in BANNER. Open the SGASTDN screen (*General Student Form*). At the bottom left of the form where the student's "class" is listed the code will be "6C," and the terminology next to the code will read "**Doctoral Candidate.**" Once listed in this way, the student should be able to register for dissertation hours.
- **Students:** Candidacy status can be verified through your OASIS account.
 - Login to **OASIS**
 - Click on **Advising & Registration**.
 - Click on **View My Registration Status**
 - Select the Term (*if applicable*) and click the **Submit** button

Under *Curriculum Information*, your "**Student Level**" should read "**Doctoral Candidate.**" Once listed in this way, you should be able to register for dissertation hours.



