



## Admission to Doctoral Candidacy Instructions for Completion & Submission

### GRADUATE SCHOOL

4202 East Fowler Ave, ALN226  
Tampa, FL 33620-5816  
TEL: (813) 974-2846  
<http://www.grad.usf.edu/>

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#### PURPOSE

The **Admission to Doctoral Candidacy Form** is to be submitted to the Graduate School following the successful completion of all comprehensive exams and other program requirements. Doctoral candidacy indicates that the Program has approved the student for dissertation research.

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#### CHECKLIST OF REQUIREMENTS THAT MUST BE MET FOR ADMISSION TO DOCTORAL CANDIDACY

- A Doctoral Committee must be appointed and approved by the Program and College prior to Admission to Candidacy.
- The student must have successfully completed the comprehensive qualifying examination/s certified by the Doctoral Committee.
- The student must meet the following requirements regarding registration, coursework and GPA:
  - ❑ **Enrolled in at least two (2) graduate credits in the semester of the qualifying exam.** *To avoid delays in being able to register for dissertation hours, all attempts should be made to submit the Admission to Doctoral Candidacy Form the SAME semester that the exams are completed.*
  - ❑ **Enrolled in at least two (2) graduate credits in the semester that the Admission to Doctoral Candidacy Form is submitted to the Graduate School for approval.**
  - ❑ **No "I" or "M" grades are present on the current student transcript.** *All "I" and "M" grades must be cleared before the Admission to Doctoral Candidacy form will be approved so that an accurate GPA can be determined. Students that have I/A, I/B, I/C, I/D, or I/F grades on the transcript, but have an overall GPA of >3.00 will be allowed to proceed to candidacy if the grade was received after 2009. The Graduate School does NOT process **Change of Grade** forms and these should be sent to the Registrar prior to submission of the Admission to Doctoral Candidacy Form.*
  - ❑ **Overall GPA is at least 3.00.** *Students must have an overall GPA of 3.00 or greater. If the student does not have a GPA at the time of candidacy (0.00 due to enrollment in only S/U courses), the program MUST provide a letter of explanation as well as a statement about how the student will attain a GPA as required for graduation. **Colleges should attach a transcript prior to submission of the Admission to Doctoral Candidacy form to the Graduate School.***

**CANDIDACY IS EFFECTIVE ONCE APPROVED AND PROCESSED BY THE GRADUATE SCHOOL.**

*For complete information refer to the Graduate Catalog, at [www.grad.usf.edu](http://www.grad.usf.edu).*

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#### STUDENT REQUIREMENTS FOR COMPLETING THE ADMISSION TO CANDIDACY FORM

*The Admission to Doctoral Candidacy Form is a fillable PDF document and should be completed electronically.*

- **Name:** Input last name, first name and middle initial (*if applicable*).
- **USF ID:** Input USF ID number, digits only, after the "U" (*DO NOT put in a Social Security Number*).
- **Degree:** Ph.D. or Ed.D. (*If neither of these apply, please indicate the type of degree*).
- **College:** Use: AS, BA, BC, ED, EN, MD, MS, NR, PH, TA.
- **Major:** Program of study, major (*i.e. Biology, Civil Engineering, Business Administration, etc.*).
- **Major Concentration:** Program Concentration (*Indicate the concentration if applicable*).
- **Email:** Please use the best email for immediate contact. (*Student letters will be sent to the mailing address that is on file with the Office of the Registrar. Please ensure that your "mailing address" is up-to-date with the Office of the Registrar*).
- **Telephone:** Indicate the best contact phone number.
- **Student Signature:** Sign and date this form in order for processing to be completed.

**IMPORTANT INFORMATION ABOUT DOCTORAL CANDIDACY PROCESSING AND APPROVAL TIME LINES**

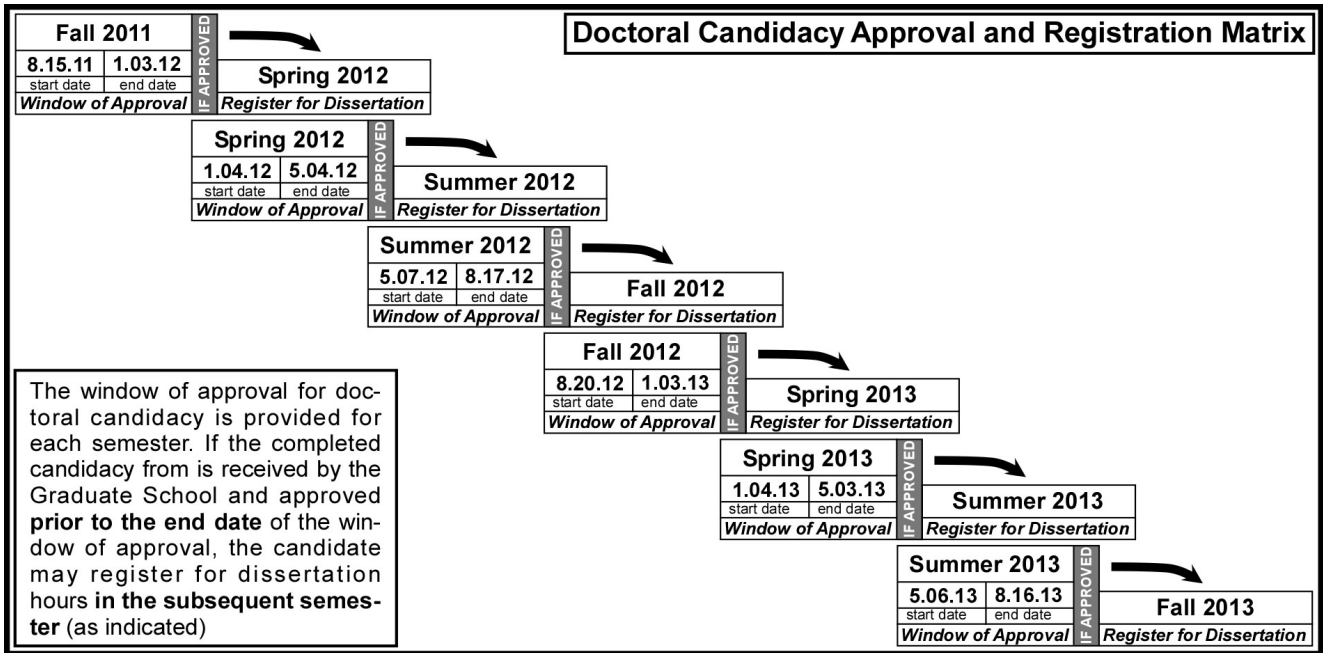
The **APPROVAL WINDOWS** detailed below encompass the time frame for processing Admission to Doctoral Candidacy forms through the Graduate Program, College, Graduate School and Registrar.

It is important to note that the **END DATE** of each approval window represents the date by which the Admission to Doctoral Candidacy form **IS RECEIVED** by the Graduate School, **NOT** the last day to submit the form to be approved to the college.

The Graduate School typically approves Admission to Doctoral Candidacy forms that have all required signatures and supporting documents within three (3) business days from the **DATE THEY ARE RECEIVED IN THE GRADUATE SCHOOL**. If the Admission to Doctoral Candidacy form is submitted to the College by campus mail, it may take 7-10 business days for the form to be delivered to the Graduate School.

Individual Colleges may set **earlier deadlines** for receipt of Admission to Doctoral Candidacy forms, to assure that they will arrive in the Graduate School during the approval window in which they have been submitted.

The **approval windows** for the processing the Admission to Doctoral Candidacy are shown in the matrix below. Students will be able to register for dissertation hours in the **semester that starts immediately following the approval window**. (Students who are unable to meet the processing deadline may, with program approval, be able to apply directed research hours toward their dissertation hour requirement. Refer to the Graduate Catalog and the Department for more information about this process).



**VERIFICATION OF CANDIDACY APPROVAL**

**Students**

Following approval by the Graduate School, the student will receive an official admission to candidacy letter from the Graduate School. Students may also check their status through OASIS. On the "Registration Status" page, at the bottom the "Class for registration purposes" should read "Doctoral Candidate." Once listed in this way, students will be eligible to register for dissertation hours. Student classification will be 6C.

**College and Program Administrators**

The approved Admission to Doctoral Candidacy form will be placed into the student record in BANNER and can be accessed through BXS. Candidacy status can be verified in BANNER through the SGASTDN screen (General Student Record). At the mid 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 will be eligible to register for dissertation hours.



# Admission to Doctoral Candidacy Form

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Please fill form in electronically. Please read instructions above prior to form submission.

### CHECKLIST

- Enrolled in at least two (2) graduate credits in the semester of the qualifying exam
- Enrolled in at least two (2) graduate credits the semester in which the Admission to Candidacy is submitted to the Graduate School for approval,
- No "I" or "M" grades on the transcript (IA, IB, IC, ID, IF grades received after 2009 are acceptable if GPA is equal or greater than 3.00)
- Overall GPA is at least 3.00
- Program statement is attached if GPA is 0.00
- Current transcript is attached

### QUALIFYING EXAM INFORMATION

Qualifying Exam Completion Date \_\_\_\_\_  
Month, Day, year

### STUDENT INFORMATION

STUDENT INFO

Last Name	First Name	M	U	USF ID#	Degree (Ed.D. Ph.D. indicate other)
<small>USF College (AS, BA, BC, ED, EN, MD, MS, NR, PH, TA)</small>	<small>Degree Program/Major (ex. Biology, Etc.)</small>	<small>Program Concentration (if applicable)</small>			
<small>E-mail address</small>	<small>Telephone Contact</small>				
<small>Student Signature</small>	<small>Date</small>				

### PROGRAM AND COLLEGE APPROVALS

*(all signatures must be original)*

SIGNATURE APPROVALS

<small>Major or *Co-Major Professor 1</small>	<small>Major or Co-Major Professor 1 Signature</small>	<small>Date</small>
<small>*Co-Major Professor 2 (if applicable)</small>	<small>Co-Major Professor 2 Signature</small>	<small>Date</small>
<small>Graduate Program Director</small>	<small>Graduate Program Director Signature</small>	<small>Date</small>
<small>College Dean/Associate Dean</small>	<small>College Dean/Associate Dean Signature</small>	<small>Date</small>
<small>Associate Dean of the Graduate School</small>		<small>Date</small>

\* If a student has two Major Professors they are both listed as Co-Majors even if one is the "lead" professor.