



RE-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

Re-admission to candidacy is necessary if a doctoral candidate has not maintained continuous enrollment. If a student has not been registered for a period of 3 consecutive semesters, they are dropped from "active" status and must be re-admitted to candidacy to allow for registration in dissertation hours.

COMPLETING RE-ADMISSION TO CANDIDACY FORM

Please fill form in electronically.

PART 1. STUDENT INFORMATION

- **Name:** Input 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*)
- **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.
- **Program/Department:** Input your Program/Department name.
- **Degree:** Choose your degree from the drop-down box (*either Ph.D. or Ed.D.*)

PART 2. ENROLLMENT RECORD

- **Original Date of Candidacy:** List the date of your original admission to candidacy. If approved, re-admission to candidacy re-activates your candidacy status back to your original admission to candidacy date. All criteria necessary for admission to candidacy is applicable to re-admission to candidacy (*see policies in the Graduate Catalog at <http://www.grad.usf.edu>*).

If an approved Leave of Absence is on file with the Graduate School and the Registrar's office, the Leave of Absence time does not negatively impact your time limit. Attach approved LOA form.

Note: If you have surpassed your time limit and no approved Leave of Absence Request is on file in the Office of the Registrar, a Time Limit Extension Request must also be submitted before re-admission to candidacy can be approved (see <http://www.grad.usf.edu> and click on Graduate School Forms).

- **Re-Instatement of Admission (if applicable):** List the semester for which you have been re-instated into the program. Attach the student's Reinstatement Approval Letter from Graduate Admissions. You must register for hours in this semester in order to validate your re-instatement.
- **Returning Semester:** This is your returning semester and you must register for hours in this semester.

Note: You will not be allowed to register for dissertation hours unless your Re-Admission to Candidacy has been processed and approved by the Graduate School. The RE-Admission to Candidacy should be submitted as soon as possible once the registration appointment time has been granted. List your returning registration appointment date.

- **Student Signature:** You must sign and date this form in order for processing to be completed.

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:** Submit Re-Admission to Candidacy form to the Graduate School *no later than one month prior to returning semester*. Re-Admission to Candidacy form must be submitted, approved and the Office of the Registrar must be notified before the student can register for dissertation hours. *The RE-Admission to Candidacy should be submitted as soon as possible once the registration appointment time has been granted.*
- **Procedure for Submission:** Fill out online form, secure appropriate signatures through College Dean/Associate Dean level, and submit to the Graduate School *ONE original signed form* with:
 - Student's letter of request
 - Student's unofficial transcript attached
 - A copy of the student's Reinstatement Approval Letter from Graduate Admissions (*if applicable*)
 - A copy of the student's approved Leave of Absence form (*if applicable*)
 - The Request for Time Limit Extension (*if applicable*)
- **Routing/Approvals:** Once approved by the Graduate School, the Office of the Registrar will be notified by email and three copies will be forwarded to each applicable college (*one for the college, one for the program/department and one for the student*).

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.





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PART 1. STUDENT INFORMATION

STUDENT INFO

<hr/>	<i>Last Name</i>	<hr/>	<i>First Name</i>	<i>M</i>	U	<hr/>	<hr/>
					<i>USF ID#</i>		<i>Degree</i>
<hr/>		<hr/>				<hr/>	
					<i>USF College</i>		
<hr/>		<hr/>				<hr/>	
					<i>Program/Department (i.e. – Civil Eng. – Civil & Env. Eng.)</i>		

PART 2. ENROLLMENT RECORD

ENROLLMENT RECORD

Original Admission to Candidacy Date *(m/d/yy - i. e. 5/30/04)*
(if applicable, attach approved Leave of Absence form or Time Limit Extension Request) _____

Reinstatement of Admission Semester *(i. e. "Fall 07")*
(if applicable, attach Student's Reinstatement Approval Letter) _____

Returning Semester *(i. e. "Fall 07")*
(list registration appointment date) _____

Returning Registration Appointment Date _____

<i>Student Signature</i> _____	<i>Date</i> _____
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PART 3. APPROVALS

SIGNATURE APPROVALS

Name	Signature	
_____ <i>Major Professor</i>	_____	<i>Date</i>
_____ <i>Co-Major Professor (if applicable)</i>	_____	<i>Date</i>
_____ <i>Graduate Program Director</i>	_____	<i>Date</i>
_____ <i>College Dean/Associate Dean</i>	_____	<i>Date</i>
Dr. Brent Weisman <i>Associate Dean of the Graduate School</i>	_____	<i>Date</i>

Once approved, the Office of the Registrar will be notified by email and three copies will be forwarded to the college (one for the college, one for the program/dept, and one for the student).