



Re-Admission to Doctoral Candidacy

OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816

TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

INSTRUCTIONS FOR COMPLETION & SUBMISSION

This form should be filled in electronically and printed. The printed hardcopy should then be submitted for signatures.

Please read all instructions prior to form submission. Complete all sections.

Incomplete forms will be returned to the student unprocessed and will delay action on your request.

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.

PART I: 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).
- **Address:** Input your current mailing address. If this is different from what is on file in the Registrar’s Office, please contact them to update your file.
- **Telephone Number:** Input your telephone number. Make sure this is one that we can reach you at easily or leave a message if there are any problems/questions about your form.
- **Email Address:** Input your email address. Please make sure this is one that you check regularly so that you are aware of any information electronically sent out in a timely manner.
- **Degree:** Input your degree (i.e. M.A., M.S.P.H., Ph.D., etc.).
- **Program/Department:** Input your Program/Department name (i.e. Biology, Public Health, Elementary Education, etc.).
- **College:** Select from the list (AR, AS, BA, ED, EN, GS, ME, MS, NU, PH, VPA).

PART II: ENROLLMENT PERIOD

- **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 Office of Graduate Studies 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 Office of Graduate Studies 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 Office of Graduate Studies. 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 III: APPROVALS

- **Printed Name/Signature:** Input the appropriate name on the left and obtain the signatures of the faculty members listed. (Signatures must be an original – not a copy)
- **Date:** Ensure that a date of approval has also been provided by the signators.

PART IV: SUBMISSION INFORMATION/REGISTRAR'S OFFICE

- **Submission Semester:** Submit Re-Admission to Candidacy form to the Office of Graduate Studies *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 Office of Graduate Studies *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 Office of Graduate Studies, 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 V: 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.



UNIVERSITY OF SOUTH FLORIDA

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PART I: STUDENT INFORMATION (Student)

Form with fields: Last Name, First Name, Middle Initial, USF ID #, Street Address, City, State, Zip Code, E-mail Address, Telephone Contact, Program/Department, USF College

PART II: ENROLLMENT RECORD

Form with fields: Original Admission to Candidacy Date, Reinstatement of Admission Semester, Returning Semester, Returning Registration Appointment Date

Form with fields: Student Signature, Date

PART III: APPROVALS

Table with columns: Name, Signature (must be original), Date. Rows include Major Professor, Co-Major Professor, Graduate Program Director, College Dean, Asst. Dean.

OFFICE OF THE REGISTRAR

Form with fields: Entered into the General Student Record, Registrar's Signature, Date