

**Effective:** October 1997

**Academic Program: Graduate Studies  
GRADUATE DEGREE CANDIDACY**

**Approved:** October 1997  
Deans' Council, Faculty Senate  
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Faculty Senate

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**The Process**

Degree candidacy is a screening and advising process. Students are expected to apply to their respective departments for admission to degree candidacy at the earliest possible time, depending upon departmental requirements. It is the student's responsibility to initiate the candidacy review process within the required semester hour limitation.

The effectiveness of the candidacy process is diminished if a student continues beyond the required semester-hour limitation without undertaking the candidacy evaluation. One of the functions of the evaluation is to identify areas of study that may need to be strengthened through specific courses or projects during the remainder of the degree program. If a student does not schedule the evaluation within the stated limit, more semester hours may be required in order to strengthen any competency(ies) identified in the review process.

**Departmental Requirements**

Each department describes the specifics of its degree candidacy process. The general evaluation is based on: 1) the student's performance in graduate study to date; 2) the results of a departmental examination; and, 3) other criteria appropriate to the field as determined by the department.

If a student is unsuccessful in the initial attempt to earn degree candidacy, they may petition the department for a second evaluation. Prior to the second attempt the student must be advised by the department of the areas in which performance was deficient, and of any other factors that were considered in the denial of the student's admission to degree candidacy. The results of the candidacy evaluation will be forwarded to the Office of Graduate & Professional Studies and the student will be notified of the results.

The final phase of the candidacy process is the development of a program of study for the remaining requirements in the degree program. This program of study should be developed in consultation with an adviser and a copy should be filed in the department.