APPLICATION FOR ADMISSION TO CANDIDACY INFORMATION
OFFICE OF GRADUATE STUDIES
DEMPSEY 337, GRADSCHOOL@UWOSH.EDU

CANDIDACY INFORMATION

Admission to Candidacy is the point in time while completing a graduate program, a student finalizes his or her agreed upon plan of study with the program and the Office of Graduate Studies. The form lists all of the coursework a student has taken or will take to complete his or her degree.

The Application for Admission to Candidacy should be submitted to the Office of Graduate Studies after the completion of 9 credits and before the completion of 21 credits. In all cases, Admission to Candidacy must be complete **no later** than one term before the term of graduation. Approval by the Graduate Program Coordinator and the Director of Graduate Studies is required.

CANDIDACY REQUIREMENTS

- Applicants must be in full academic standing and have satisfied all deficiencies specified at the time of admission to the program
- Applicants must obtain all necessary signatures before submitting the form to the Office of Graduate Studies
- Applicants must submit three typed or neatly printed copies of the signed candidacy form to the Office of Graduate Studies
- Applicants should discuss any additional program-specific requirements with his or her Advisor or Graduate Program Coordinator

If changes to your Candidacy are needed after you've submitted this form, please complete a **Program Modification Form** to explain these changes.

INFORMATION FOR USING THE WEB COPY ADMISSION TO CANDIDACY FORM

You can complete all fields except signatures. Once you finish filling-in the form, save a copy for your records, print 3 copies and give the 3 copies to your graduate program coordinator for processing.

To accommodate the variety of text used on the form, the size of some fields have been restricted and the font size will automatically adjust.

You can use the RESET button on the top of the form if you wish to clear all fields and reenter the information.

COMPLETING THE ADMISSION TO CANDIDACY FORM

Type/print complete name, street address, city, state and zip. Your copy after approval will be mailed to the address listed.

Sections 1-4: Fill in all information requested.

Section 5: List courses taken to meet Deficiencies. Give the course number, title, semester and grade. *(note: do not list any of these courses in Section 8).*

Section 6: If requesting transfer credit evaluation, check "yes," include the number of credits to be transferred and the institution from where they were earned.

Section 8:

- List courses taken, providing term, course number, title, credits and grade.
- List courses that will be taken, providing the course number, title and credits. The term and grade may be left blank.
- Courses from another UW campus as part of an established cooperative degree program should be listed here.
- In Lines 17-20, indicate the term, course number, title and grade for any transfer credits.

Section 9: Indicate your culminating experience requirement.

Section 10: Obtain all program signatures before submitting copies to the Office of Graduate Studies.

Section 12: List any modifications, waivers or substitutions.

Submit three signed copies of the form to the Office of Graduate Studies.

Changes after candidacy is approved are made by filing a **Program Modification Form**.

QUESTIONS? PLEASE CONTACT

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