

General Information about Admission to Candidacy

- Application for Admission to Candidacy should be submitted after the completion of 9 credits and before completion of 21 credits. Be sure to check with your program coordinator as some programs require submission at other times. In all cases, Admission to Candidacy must be completed **no later** than one term before the term of graduation.
- Admission to Candidacy requires that applicants are in academic full standing and have satisfied all deficiencies specified at the time of admission to the program.
- This form should be typed or neatly printed.
- Be certain to obtain all the necessary signatures before submitting it to the Graduate Studies office.
- Submit three copies of the signed candidacy form to the Graduate Studies office.

Instructions to Assist with Completing the Candidacy Form

1. Type/print complete name, street, city, state and zip. Your copy after approval will be mailed to the address listed.
- 2-4. Fill in the information requested.
5. List courses taken to meet DEFICIENCIES. Give course number, title, semester and grade. **Do not** list any of these courses in Section 8, GRADUATE PLAN OF STUDIES.
6. If requesting transfer credit evaluation check "yes," indicate number of credits and institution where received. Detailed transfer course information is requested on Lines 17-20.
7. Do not write in the spaces marked OFFICE USE ONLY.
8. List your formal plan of study, preferably in order of all courses taken and future courses to be taken to complete the degree. **Do not** include education licensure courses. List term completed (e.g., Fall '04), subject area, three-digit catalog number, course title, credits (CR) and grade (GR). Make a checkmark for required (R) courses. Add up number of credits and enter in **Total Credits** box.
9. Check the appropriate box for your culminating experience requirement.
10. Sign and date the form. Obtain the signature of your advisor (or committee chair) AND the program coordinator. Submit completed form (a total of three copies) to the Graduate Studies office, 800 Algoma Blvd., Dempsey Hall 337, Oshkosh WI 54901
11. The Office of Graduate Studies will review, sign and send you notice of approval.
12. List any modifications, waivers or substitutions.

Special Notes

- Courses from another UW campus as part of an established COOPERATIVE Degree program should be listed in Section 8, GRADUATE PROGRAM OF STUDIES.
- Changes after approval of candidacy are made by filing a Program Modification Form.