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 for a Graduate Achievement Program (GAP) must be submitted to the Office of Graduate Studies during the first semester of enrollment. 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.

CANDIDACY FORM INSTRUCTIONS

- Type/print complete name, street address, city, state and zip. Your copy after approval will be mailed to the address listed.
- Fill in all information requested.
- 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.
- Sign and date three copies of the form.
- Obtain a signature from your Graduate Program Coordinator on all three copies of the form.
- Submit all three copies 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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