



## Admission to Doctoral Candidacy Form

### OFFICE OF GRADUATE STUDIES

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

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

#### PURPOSE

The Admission to Doctoral Candidacy form is to be submitted to the Office of Graduate Studies following the successful completion of all comprehensive exams and other program requirements. Doctoral candidacy indicates that the Program has approved the student for dissertation research.

**DEADLINE:** The Admission to Candidacy form is to be submitted for approval during the semester that the qualifying exams were completed, but no later than the semester following the successful completion of the exam. Completed Admission to Candidacy forms received by the Office of Graduate Studies up to the last day of classes in a given semester will be processed for that semester, allowing students to enroll in dissertation hours the following semester.

#### REQUIREMENTS

- Appointment and approval of a Doctoral Committee by the Program and College prior to Admission to Candidacy.
- Successful completion of the comprehensive qualifying examination/s and certification by the Doctoral Committee.
- Enrolled in at least two (2) graduate credits in the semester of the qualifying exam.
- Enrolled in at least two (2) graduate credits in the semester that the Admission to Doctoral Candidacy Form is submitted to the Office of Graduate Studies for approval.
- No “I” or “M” grades are present on the current student transcript. All “I” and “M” grades must be cleared before the Admission to Doctoral Candidacy form will be approved so that an accurate graduate GPA can be determined. The Office of Graduate Studies does NOT process *Change of Grade* forms and these should be sent to the Registrar prior to submission of the Admission to Doctoral Candidacy Form.
- Overall graduate GPA of at least 3.00. Programs/Colleges *must attach a transcript with the submission of the Admission to Doctoral Candidacy form to the Office of Graduate Studies.*

**CANDIDACY IS EFFECTIVE IN THE SEMESTER FOLLOWING PROCESSING AND APPROVAL BY THE OFFICE OF GRADUATE STUDIES.** For information refer to the Graduate Catalog, at <http://www.grad.usf.edu/catalog.php>

#### VERIFICATION OF CANDIDACY APPROVAL

##### *Students*

Following approval by the Office of Graduate Studies, the student will receive an official admission to candidacy letter from Graduate Studies. Students may also check their status through OASIS. On the “Registration Status” page, at the bottom the “Class for registration purposes” should read “Doctoral Candidate.” Once classified as a candidate, students will be eligible to and must register for dissertation hours. Student classification will be “6C.”

##### *College and Program Administrators*

The approved Admission to Doctoral Candidacy form will be placed into the student record in BANNER and can be access through BXS. Candidacy status can be verified in BANNER through the SGASTDN screen (General Student Record). At the mid-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.”



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*Please fill out form electronically. Please read instructions above prior to form submission*

**CHECKLIST**

- Enrolled in at least two (2) graduate credits in the semester of the qualifying exam
- Enrolled in at least two (2) graduate credits the semester in which the Admission to Candidacy is submitted to the Office of Graduate Studies for approval
- No "I" or "M" grades on the transcript
- Overall USF graduate GPA of at least 3.00
- Current transcript is attached

**QUALIFYING EXAMS**

Successful Qualifying Exam(s) Completion:

\_\_\_\_\_

Month Day Year

**STUDENT INFORMATION**

\_\_\_\_\_  
 Last Name First Name M.I. USF ID # Degree Abbrev.

\_\_\_\_\_  
 USF College Degree Program/Major (ex. Biology) Program of Concentration (if appl.)

\_\_\_\_\_  
 Email Address Telephone Contact

**X**  
 \_\_\_\_\_  
 Student Signature Date

**PROGRAM AND COLLEGE APPROVAL**

	Name (Please print)	Signature	Date
Major Professor			
Co-Major Professor/Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Graduate Program Director			
College Dean/Associate Dean/Designee			
Office of Grad Studies Asst. Dean / Designee			