Checklist for preparing for candidacy

# academic progress

[ ]  **Coursework:** You must have completed 33 hours of academic courses and be enrolled in your 36th hour.

[ ]  **Workshops:** You must have completed all the CITI and Integrity Workshops.

[ ]  **Versant Test:** If you are an international student, you must pass the Versant test with a score of 40 or above. Send Rachel Franzetta an email when you sign up to take the test.

# committee formation & Plan of Study

[ ]  **Committee Formation:** The “Request to Form PhD Dissertation Advisory Committee” form can be found on the CREOL website under Forms. Print this form and have your committee sign it, **Section A only**. Submit it to the graduate program office for Associate Dean approval. Inform Rachel of your external committee member selection so that she can ensure that they are approved to serve on a committee. It will be returned to you after it has been signed and approved.

[ ]  **Plan of Study:** Prepare an updated Plan of Study and ask your advisor to sign it. It can be located under Forms on the CREOL website.

# candidacy examination

[ ]  **Exam Format:** The Student Handbook contains some information about the candidacy exam. Ask Rachel or Alma for a TD Manual to help you with the required format.

[ ]  **Exam Deadline:** The candidacy exam deadline date is one week after the thesis/dissertation defense deadline as stated on the academic calendar.

[ ]  **Schedule your Exam:** Schedule your candidacy exam date with your committee and contact the front desk reception to reserve a room. Typically, your external committee member does not attend the exam.

[ ]  **Distribute your exam:** You must send your candidacy exam to your committee at least 5 days prior to the exam date.

[ ]  **Exam Form:** Print the “Report of Candidacy Exam” from the Forms on the CREOL website and take this with you to your exam to obtain your committee’s signatures after passing. After the exam, you will need to have your external committee member sign in Section B.

# submit forms

[ ]  **Turn in all Forms:**

* Plan of Study
* Request to Form PhD Dissertation Advisory Committee
* Admission to Candidacy

[ ]  **Email Candidacy Report:** Send a pdf copy of your report to Rachel Franzetta. Do not send the PowerPoint presentation.

# Dissertation Status change

[ ]  **Enrollment:** Once the entire candidacy exam package has been submitted and approved by the Associate Dean and Graduate Studies, you may begin enrolling in Doctoral Dissertation Hours (OSE 7980). Full time is now only 3 hours unless additional coursework needs to be completed.