



## ADMISSION TO DOCTORAL CANDIDACY FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: [www.usf.edu/graduate-studies/about-us/contact-us.aspx](http://www.usf.edu/graduate-studies/about-us/contact-us.aspx)

### 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 Doctoral 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 Doctoral 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 Doctoral 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" or "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 Office of 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 <https://catalog.usf.edu/>.

For assistance, please go to the Graduate Major Contact Information site: [http://www.grad.usf.edu/programs/search\\_all.php](http://www.grad.usf.edu/programs/search_all.php).

### VERIFICATION OF CANDIDACY APPROVAL

#### Students

Following approval by the Office of Graduate Studies, the student will receive an official admission to doctoral 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 doctoral candidate, students will be eligible to and must register for dissertation hours. Student classification will be "6C."

#### College and Graduate Directors

The approved **Admission to Doctoral Candidacy form** will be placed into the student record in BANNER and can be accessed through BDMS. 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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## 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 Doctoral Candidacy form 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		USF ID#
Degree Type	College	Major	Concentration (if applicable)	
Email		Phone Number		
Student Signature		Date		

## PROGRAM AND COLLEGE APPROVAL

	Name	Signature	Date
Major Professor			
Co-Major Professor/ Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Graduate Director			
College Dean/Associate Dean/Designee			
Graduate Studies Associate Dean/Designee			