

ADVANCEMENT TO CANDIDACY

Admission to Candidacy

Students must apply for an Admission to Candidacy through the Office of Graduate Studies at least one semester before the degree is conferred. The candidacy application should be approved by the student's advisor. After the student files the application for candidacy, the Office of Graduate Studies will execute a formal response of the students' status in writing via of a candidacy checklist and letter.

Application for Degree

After the students apply for candidacy, they should complete an application for degree. The application for degree should be approved by the student's chairperson. Students anticipating graduation should file an application for degree by the deadline. Students who fail to have proper materials and applications in on time will be deferred until the next graduation period.

Cap and Gown Order Form

All students anticipating graduation must complete a Cap and Gown Order Form. This process is handled by the Provost for Academic Affairs office.

Residence and Transfer Credits

The unconditionally admitted student is allowed to transfer a maximum of six semester hours of graduate credit from an accredited institution in which grades of A and B are earned. All credits to be transferred should be approved by the student's academic advisor, department chairperson and the Vice Provost for Academic Affairs and Graduate Studies. Official transcripts of transfer credits must be on file at the university prior to acceptance of the transfer credits for approval.

Graduate nursing students are allowed to transfer a maximum of 12 semester hours of graduate credit in which grades of B or better are earned. Exceptions will be considered on an individual basis.