

Instructions:

Purpose: The Application for Admission to Candidacy (AAC) is a critically important intermediate review by the Graduate College of the detailed plan of study for a graduate student. The AAC is intended to identify degree requirements and graduate regulations that have been overlooked or misinterpreted by the student or anyone providing advice to the student such as a faculty advisor or graduate program coordinator. The AAC also helps the Graduate College update the student's degree progress report, and enables the university to fulfill its obligations to accrediting organizations.

General Instructions: The AAC is a required form for all graduate students enrolled in degree programs. The student is responsible for completing and signing the AAC, for delivering the AAC to the faculty advisor and graduate program coordinator for their review and signature, and for submitting the form to the Graduate College. If the Graduate College finds problems in the submitted AAC, such as ambiguities, conflicts with graduate regulations, outright errors, or other shortcomings, and regardless of their sources, the student will be required to make corrections and resubmit the AAC. The AAC is not an approved plan of study that is considered by the university to meet the degree requirements until it has been approved by the Graduate College. Once the AAC is approved by the Graduate College, it becomes a binding agreement between the student and the university, and can be modified only if the Graduate College approves an appropriate *Request for Adjustment of Academic Requirements*.

Place of Submission: The student should submit the AAC to Graduate Admission and Degree Services (Room 141 in the MG building, 8AM–5PM, Monday–Friday except holidays).

Time of Submission: Although the academic calendar specifies a submission deadline for the AAC, the Graduate College strongly recommends that the AAC be submitted when the student has finished approximately half of the degree requirements. If the AAC is submitted too soon (well before the halfway point), the plan of study may not be sufficiently developed, and if submitted too late (well after the halfway point), the student may not be able to correct any problems discovered by the Graduate College before the anticipated graduation date.

Distribution: Copies of the approved AAC will be distributed by the Graduate College to the student, the faculty advisor, the graduate program coordinator, and the Registrar.

Clarifications: Some academic units provide customized versions of the AAC form for the convenience of their students. Everything stated above also applies to these customized AAC forms.

Candidate:

Student Name	Date
Student ID Number	Email
Mailing Address	Daytime Phone
Graduate Program:	
Catalog / Year:	Anticipated Completion Date:

Degree Requirements:

Course Prefix, Number, and Title (example: ED-CIFS 506 Issues in Education)

Credit

Grade

Semester / Year

Signatures: I certify that the courses listed above represent my specific program:

Student _____ Date _____

Advisor _____ ID _____ Date _____

Program Coordinator _____ Date _____

Graduate College _____ Date _____