

## Application for Candidacy [D3]

1. Form must be **typewritten**. All signatures must be legible – if not, they must be printed next to the signature.
2. This form must be submitted immediately after student has passed all written, oral comprehensive examinations and completed all coursework, prior to the dissertation phase.
  - a. Consult *Graduate Bulletin* - <http://bulletin.umsl.edu/graduatestudy/> - and confer with your advisor to be sure program meets all departmental & Graduate School requirements.
  - b. After this form has been approved, the student is eligible for Equivalency Hours, under Doctoral Candidacy – work with Graduate Program Director to complete a G14. See handbook for more information - <http://umsl.edu/go/GradStudentHandbook>
3. List only the courses that comprise your doctoral program. All coursework should have a semester/year & grade.
  - a. Use the Special column to identify non-UMSL courses
    - i. If they are from a previously awarded Master's degree – note the school – ex: Wash U = WU
    - ii. TR = Transfer courses [not part of any awarded degree] – if taken more than 8 years ago, attach a Time Extension Request - See handbook for more information - <http://www.umsl.edu/gradschool/admitted/graduatehandbook.html>
  - b. Total # of future dissertation hours should be included on one line in coursework section
  - c. Total # of credit hours in program must meet the program minimum
4. The Graduate School will check this form against your transcript twice – once at submission & again the semester in which you are graduating. Please keep this approved form & enroll accordingly.
5. After Graduate Program Director signs – the form should be submitted via the SUBMIT button below to [GradSchoolForms@umsl.edu](mailto:GradSchoolForms@umsl.edu)  
Paper forms will not be accepted. Students should keep a copy of all forms.
6. Comprehensive Exam Results – these should be reported for D1s approved after November 1, 2015.
  - a. Previously submitted and approved D1s do not need to be resubmitted.

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

 \_\_\_\_\_  
 Current Doctoral Degree Program  
 [ex: Education PhD, Biology PhD, etc.]

 \_\_\_\_\_  
 Previously Awarded Graduate Degree and Field  
 [ex: Biology MS, Counseling MA, etc.]

 \_\_\_\_\_  
 Institution where previous graduate degree was awarded

By signing below, I am confirming that I, the student, have completed the coursework listed on page 2 – and will complete any required dissertation hours, as listed. Each subsequent signature confirms that the advisor & Graduate Program Director have ensured that the coursework meets the requirements listed in the Graduate Bulletin. After the Candidate, Advisor & Graduate Program Director have signed, the form must be submitted electronically to [GradSchoolForms@umsl.edu](mailto:GradSchoolForms@umsl.edu) – paper forms will not be accepted.

 \_\_\_\_\_  
 Candidate Signature & Date

 \_\_\_\_\_  
 Advisor Signature & Date

 \_\_\_\_\_  
 Graduate Program Director Signature & Date  
 GPD click SUBMIT to send form to [GradSchoolForms@umsl.edu](mailto:GradSchoolForms@umsl.edu)

 \_\_\_\_\_  
 Graduate School Approval  
 Dean Christopher Spilling or Associate Dean Wesley Harris

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

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Dept.	Course #	Course Title	Hours	Semester/Year	Grade	Special

Required Comprehensive Exams completed?     Yes     No    If no, DO NOT SUBMIT D3.                Results must be reported on Pt B of D1

Transfer hrs: \_\_\_\_\_ + Master's hrs: \_\_\_\_\_ + Doctoral hrs completed @ UMSL \_\_\_\_\_  
[if any, from outside inst.]            [from awarded Master's]            [incl. to be completed req. dissertation hrs, if any]  
= Total # of cr hrs in program \_\_\_\_\_

