THE UNIVERSITY OF TENNESSEE KNOXVILLE

GRADUATE SCHOOL

Submit all forms to:
The Graduate School
111 Student Services Bldg.
Knoxville, TN 37996-0211

Admission to Candidacy
Masters or Specialist Degree

When to Use this Form

The Admission to Candidacy form is a contract between a student and the university, establishing the coursework required to graduate with a degree in their chosen program. Once the form has been submitted and approved, any later changes to the degree requirements for a program will not apply to the candidate. If for any reason (class unavailability, etc.), a course listed on this form cannot be completed, the candidate may submit a Revision to Admission to Candidacy form. These revisions will need to be approved by the candidate's major professor.

You may submit this form after completing nine hours of graduate coursework with a 3.0 average or better. **You must submit the form no later than the last day of classes preceding the term in which you expect to graduate (see tiny.utk.edu/grad-deadlines for current deadline dates).**

Note that the Admission to Candidacy form must be submitted before you will be allowed to complete your final examination.

Instructions

1. Obtain a copy of your academic history from the Registrar's Office, your academic department, or the Graduate School.

2. Fill out the identifying information (name, email, major, degree, etc.).

3. List in chronological order the graduate coursework you will apply toward your degree, paying close attention to the requirements for your major. Check the current Graduate Catalog and consult your major professor to ensure that you meet the requirements for your degree.

4. Print the form and sign where indicated. Obtain the signatures of your committee chair, your committee members, and the graduate program director.

5. Bring the signed form (with original signatures) to the Graduate School at the address above. **If you are having difficulty getting original signatures, please contact the Graduate School at 865-974-2475 (gradschool@utk.edu), and we can help find a solution.**

6. You should submit your graduation application through MyUTK by the same deadline date as the Admission to Candidacy, the last day of classes preceding the term in which you expect to graduate (see tiny.utk.edu/grad-deadlines for current deadline dates).

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Important Considerations

When evaluating your form, the Graduation Specialist will first ensure that you have listed the appropriate major and degree to which you have been admitted. Then, your coursework will be checked against your academic history for accuracy. The Graduation Specialist will also look for the following:

- Degree requirements (Proper number of graduate coursework hours and, if applicable, thesis hours)

- Time Limit (No course used toward the degree may be more than six years old at the time of graduation)

- Transfer courses (Check catalog for restrictions and requirements)

- Signatures of committee members and Director of Graduate Studies (be sure to **print** each name next to signature).

The next step is to complete a graduation application for the term in which you plan to graduate. If your admission to candidacy is approved, you and your major professor will receive an email notification. If not, you will receive a letter explaining what problems exist. It is your responsibility to handle any problems in a timely manner so that your graduation is not delayed.

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Name: _____
_____*Last*_____*First*_____*Middle*_____

Student ID #: _____

Email: _____

Major: _____

Degree: _____

To be Completed by the Graduate School
_____   _____
Date Admitted   *Term for Degree*
_____
Dean of the Graduate School

Concentration: _____

Choose One: ◯ *Thesis*   ◯ *Course Only w/Comp. Exam*
◯ *Project*   ◯ *Course Only w/o Comp. Exam*

Campus (Choose One):   ◯ *Knoxville (on-campus)*   ◯ *Distance Education (online only)*   ◯ *Nashville*   ◯ *UTSI*

Student Signature: _____

In chronological order, list only graduate level courses that count towards the degree

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade

Student Name: _____   **ID:** _____

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Minor: _____

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Transfer Credit
Name of Institution: _____

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Committee Signatures

Print Name	Signature	Department
_____	_____	_____
Chairperson		
_____	_____	_____
Committee Member		
_____	_____	_____
Committee Member		
_____	_____	_____
Committee Member		
_____	_____	_____
Director of Graduate Studies		

At this time, the Graduate School cannot accept electronic signatures; please print and sign legibly.   *Revised 11/2018*