

Admission to Candidacy

Doctoral 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 the Doctoral Admission to Candidacy form **after** admission as a potential candidate to the doctoral program, having passed the comprehensive exams. In addition, **your doctoral committee must be officially established through the Graduation Specialist by submitting a Doctoral Committee Form before your Admission to Candidacy will be approved.**

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.). Be certain to fill out information regarding residence, comprehensive examination, and doctoral language examination, if required.
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. For coursework used from a prior Master's degree, you may list those hours in a special section and list the university in which the degree was awarded.
4. Print the form and sign where indicated. Obtain the signatures of your committee chair, your committee members, and the graduate program director. *Note that the signature of the committee members must match the signature listed on the approved Doctoral Committee Form.*
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 correct 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 (Each department or program has its own requirements for candidacy, in terms of required coursework, 600-level coursework, and hours of dissertation credit. The applicant should check with the department, program, or the Graduate Catalog to be certain that the correct requirements are listed on the application.)
- Time limit (No course used toward the degree may be more than eight years old at the time of graduation)
- Language requirements, cognate area coursework, or computer courses, if applicable
- Signatures of committee members and Director of Graduate Studies (be sure to **print** each name next to signature).
- Residence requirement (The application must list two **consecutive** semesters of full-time enrollment [9 hours] or three **consecutive** semesters of part-time enrollment [6 hours]). If you are submitting semesters for residence when you were working as a graduate assistant and you were enrolled in only six hours a semester, please attach a letter certifying your appointment at 50% FTE.
- Completion of exams (include the date of your successful completion of the doctoral comprehensive examination where indicated)

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 Director of Graduate Studies 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.

This form will not be accepted by the Graduate School without original signatures of the approved committee members and the Director of Graduate Studies. 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.

Admission to Candidacy

Doctoral Degree

Name: _____
Last First Middle

Student ID #: _____

Email: _____

Major: _____

Degree: _____

Concentration: _____

To be Completed by the Graduate School

Date Admitted Term for Degree

Met Residence Requirements? ☐ Yes ☐ No

Dean of the Graduate School

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

Student Signature

Date

Residence Requirement

Residence is defined as a minimum of two consecutive semesters of full-time (9 hours) enrollment or three consecutive semesters of part-time (6 hours) enrollment. Individual programs may have additional residence requirements. If using 6-hours enrollment per semester while holding a half-time graduate assistantship, attach a letter of appointment from the department.

List the two terms of full-time enrollment or three terms of part-time enrollment used to meet the residence requirement:

Term

Term

Term

Examination Requirements

Comprehensive Examination Passed: _____
Date

If required, Doctoral Language Examination in _____ was passed on _____
Language Date

Student Name: _____ **ID:** _____

List all graduate courses to be counted toward the doctoral degree in chronological order of courses taken. Must include a minimum of six (6) hours of 600-level courses and 24 hours of 600 dissertation, taken at the University of Tennessee. If using Master's degree coursework to meet part of the 48 hour requirement, list those courses on next page.

[illegible]

Student Name: _____ ID: _____

List Coursework from Master’s degree to fulfill part of requirement for doctoral degree.

Master’s Institution Name: _____ Date Awarded: _____

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

Committee Approval and Endorsement

We certify that the above program, when successfully completed, meets all coursework requirements for this degree. We also certify that all University regulations regarding research compliances (use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or handling of hazardous materials) have been appropriately approved prior to the initiation of the research if approval is relevant to the applicant’s research.

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