

GRADUATE COLLEGE
Application for Admission to Candidacy

Student Information:

Student Name		Date
Student ID Number	Email	Daytime Phone
Graduate Program		
Catalog Year	Anticipated Completion Date	

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 form is approved by the Graduate College, the student is notified that admission to candidacy has been granted by the university. A change in an approved AAC, such as in the case where a course is no longer available, can be requested by submitting a Request of Academic Requirements form to the Graduate College.**

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 e-mailed 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.

Compliance:

Please indicate if your thesis or dissertation will involve any of the following compliance areas. Contact the Office of Research Compliance for questions about compliance requirements: <http://research.boisestate.edu/compliance/>

IRB (human subjects)

IACUC (animal care)

IBC (biohazardous materials)

Graduate College Use Only:

Supervisory Committee: (for Graduate Admissions Use Only)

A supervisory committee is required for any master's student engaged in thesis activity and for any doctoral student. The *Appointment of Supervisory Committee* form must be submitted by the academic unit to Graduate Admission and Degree Services as early as possible in the career of the graduate student, and certainly no later than the time of submission of the *Application for Admission to Candidacy* form. All graduate forms are available at: <http://graduatecollege.boisestate.edu/>.

Please sign to verify that a committee is in place and that the *Appointment of Supervisory Committee* form has been submitted to Graduate Admission and Degree Services. You may skip this section if this student is not working under the guidance of a supervisory committee.

Graduate College _____ Date _____
Signature _____ Print name _____

Degree Requirements:

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

Credit

Grade

Semester / Year

Signatures:

Student _____ Date _____
Signature Print name

Approved / Disapproved

Advisor _____ Date _____
Signature Print name

Program Coordinator _____ Date _____
Signature Print name

Graduate College _____ Date _____
Signature Print name

Boise State University, Graduate Admission and Degree Services, Riverfront Hall, Room 307, 1910 University Drive, Boise, ID 83725-1110. Office hours are 8-5 Monday-Friday.
Telephone: Local 208-426-3903, Toll Free 1-800-824-7017, Fax 208-426-2789. Email: gradcoll@boisestate.edu. Website: <http://graduatecollege.boisestate.edu/>.

Distribution: Original to Graduate Admission and Degree Services; copies to Registrar, Program Coordinator, and Student.

Revised 9/1/2014