Candidacy Application for Advanced Degree- General Information
A student who wishes to be awarded a graduate degree must become a candidate for degree by
applying with the application for admission to candidacy form (CA). Information and sample
screenshots are provided to assist as you complete the form. x Master’s students must file the form no later than the posted graduation deadline during the
semester in which they plan to have their degree conferred. x Doctoral students must file the form within two weeks of passing the comprehensive
examination.
After completion of the form, it will be reviewed by your graduate program and then by the Graduate
School. You will receive an e-mail when your form has been approved by the Graduate School.
Instructions for Form Completion
Upon logging in with your identikey, the form will show and your program(s) will display. If you are

Students with just one degree will not need to select their program. After selecting the program, if
necessary, students will select whether they are completing a BAM, Dual, or other type of program. This
selection may provide you with specialized instructions below.
Master’s students should select whether they are thesis plan or non-thesis plan. Non-thesis students
should select “final exam” or “non-final exam, coursework only” depending upon whether their program
requires a final exam for ALL non-thesis students.
Note that thesis plan students register for thesis hours, complete a thesis defense with committee, and
submit a written thesis. Students who are pursuing a creative thesis, project, music thesis project,
portfolio, or other type of culminating activity are not considered to be thesis plan students.

Class Lists

The form will display the courses you have taken or transferred in several different class lists.

Applicable/Not applicable course selection

Each course can be set to be “applicable toward selected degree” or “not applicable toward selected
degree”, and the default selection is “applicable”. Students must review their list of courses and for any

o For dual degree programs, only the double counting courses should show as
“applicable” on both candidacy applications. All non-double counting courses being

*See important information above about “applicable and not applicable” courses
Thesis / Dissertation Hours
Thesis or Dissertation hours are included in this class list. When a doctoral program is selected, only

Submission and Review of Form x