



# DOCTORAL ADVANCEMENT TO CANDIDACY and NON-COURSE REQUIREMENTS

(page 1)

Please complete this form, pages 1 and 2, and forward it to the Office of the Registrar after a doctoral student has met all requirements to advance to candidacy. These documents are required before registration in 999 is allowed. A program of study or degree audit must be attached.

Mason Student ID#: \_\_\_\_\_ Advancement Semester: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Degree Program: \_\_\_\_\_

Admit Term: \_\_\_\_\_ Advancement Deadline: \_\_\_\_\_ Graduation Deadline: \_\_\_\_\_

*NOTE: Doctoral students have six years from the semester of first enrollment as a degree-seeking student to advance to candidacy. Students have five years from the semester of advancement to candidacy to graduate. (Students whose advancement date is extended will have their graduation deadline reduced proportionately.)*

**Will you approve a Reduction of Credit for this student?** Yes or No or Already Done  
Is the credit from Mason? \_\_\_\_\_ If not, please attach appropriate documentation to this form if the Reduction of Credit has not been processed.

### UNIVERSITY REQUIREMENTS FOR ADVANCEMENT

**Dissertation research (999) is open only to doctoral students who have advanced to candidacy. The Registrar's Office will not code advancement in the student's record until the following requirements have been met.**

**Candidacy Requirements:**

1. Official documentation of Undergraduate degree
2. If applicable, official evaluation of international transcripts
3. If required by department, official documentation of Master's degree
4. All 998 sections to be graded by the end of the current semester, unless not required by program

The **Non-Course Requirements** worksheet, page 2, must be completed at time of Advancement to Candidacy. Please list all exams, portfolios, proficiencies or other requirements for candidacy that are required by your program.

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(page 2)

<b>NON-COURSE REQUIREMENTS</b>			
<b>Requirement Met</b>	<b>Not Required</b>	<b>Additional Information</b> <small>(Ex. Microeconomics, Oral, Written, German, Fine Arts)</small>	<b>Date Met</b>
Comprehensive Exam #1			
Comprehensive Exam #2			
Field Exam #1			
Field Exam #2			
Field Exam #3			
Language Proficiency			
Portfolio Review #1			
Portfolio Review #2			
Portfolio Review #3			
Research Tool			
Qualifying Exam #1			
Qualifying Exam #2			
Qualifying Exam #3			
Qualifying Exam #4			
Other:			

**Problems/Comments:** \_\_\_\_\_

**Department Signature:** \_\_\_\_\_

Date

**Dean's Signature:** \_\_\_\_\_

Date

For Office Use Only ___ 998 ___ PDEG ___ Time Limit OK ___ SHANCRS ___ Initials ___ Date
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