



# DOCTORAL ADVANCEMENT TO CANDIDACY and NON-COURSE REQUIREMENTS

Please complete all pages and forward to the Office of the University Registrar after a doctoral student has met all requirements to advance to candidacy. This form is required before registration in 999 is allowed.

Mason Student ID#: \_\_\_\_\_

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

Degree Program: \_\_\_\_\_ Admit Term: \_\_\_\_\_

Advancement Semester: \_\_\_\_\_ Due by the end of the semester—last day of exams

The Advancement Deadline is six years from the term of first enrollment as a degree-seeking student. The deadline to advance is the end of the semester.

Graduation Deadline: \_\_\_\_\_

Students admitted Fall 2014 or later – 9 years from term of first enrollment as a degree-seeking student.

### 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 confirmation that 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 the program, official documentation of Master’s degree
4. **All PhD coursework must be completed, as indicated on the approved plan of study.** An approved plan of study must accompany this form in order for a student’s Advancement to be processed.

Problems/Comments \_\_\_\_\_

By signing below, you confirm that the Program of Study is attached, and this student has met all requirements to advance to candidacy as stated in [AP.6.10.4](#).

Program Director or Designee

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean’s Signature \_\_\_\_\_ Date \_\_\_\_\_

### NOTES

- **999 Registration deadline:** Students must be advanced to candidacy by the advancement semester’s add deadline in order to register for 999 that semester. If the add deadline has passed, students must wait until the following semester to register for 999.
- Students working on dissertation research (999) must register for a minimum of 3 credits of 999 in their first semester (excluding summers). After that semester, they must register for 1 credit of 999 until the dissertation is complete and has been successfully submitted to the library.
- **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.

**DOCTORAL ADVANCEMENT TO CANDIDACY  
and NON-COURSE REQUIREMENTS**

(Page 2)

Mason Student ID#: \_\_\_\_\_ Student's Name: \_\_\_\_\_

<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			
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:** \_\_\_\_\_  
\_\_\_\_\_

**Program Director or Designee Signature:** \_\_\_\_\_ Date

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