



Doctoral Candidacy and Candidacy Examination # 380.001

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
June 2012	March 28, 2023	University Graduate School

POLICY STATEMENT

Candidacy Status

A student is admitted to candidacy upon successful completion of all required coursework and passing the candidacy exam. Each doctoral program description must include clear requirements for advancement to candidacy for the degree and these shall be published in the program manual.

The student's written request to be advanced to candidacy must be approved by his or her research committee, the graduate program director or chairperson of the department, the dean of the appropriate school or college and the Dean of the University Graduate School.

A student may enroll for dissertation credits only after advancing to candidacy, as approved by the University Graduate School. After advancing to candidacy, students must comply with the continuous enrollment policy.

Candidacy Exam

To sit for the candidacy examination, a student must meet a minimum of the following criteria:

- earned a cumulative graduate GPA ≥ 3.0 ;
- completed the program's residency requirement, if one exists, or must be enrolled in the coursework that will constitute such completion at the time of examination; and
- completed all required course work for the degree or must be enrolled in the coursework that will constitute such completion at the time of examination.

Candidacy examinations shall be designed to ensure that the student understands and can evaluate all appropriate aspects of the chosen field of study. The candidacy examination must evaluate the breadth of knowledge of the student in the field and it must evaluate the ability of the student to communicate this knowledge cogently. The candidacy exam may or may not include a dissertation proposal. Departments may establish additional examination requirements.

Procedures for preparing and administering the candidacy examination must be specified by each doctoral program and clearly described in the program policy manual. Each candidacy



examination must be prepared and evaluated by a committee consisting of a minimum of three faculty of the academic unit offering the degree. Admission to candidacy requires that a majority of the committee members agree that the student passed the examination. A candidacy examination may not be passed conditionally. A "Pass" on the examination cannot be made contingent upon other factors such as the completion of additional coursework or the preparation of extra research projects.

Students must be informed in writing of the results of their performance on the examinations within 15 days of the examination date. If the student fails the candidacy examination, the committee, at its discretion, may provide for reexamination at a mutually satisfactory time but no more than one year from the original date of the examination. Passing the candidacy examination is requisite to continuing in the doctoral program. Students who fail the candidacy examination twice will be dismissed from the graduate program.

SCOPE

Faculty, graduate students and University Graduate School administration.

REASON FOR POLICY

This policy sets forth the requirements for students in doctoral degree programs prior to advancement to candidacy status or sitting for the candidacy examination for a doctoral degree.

DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

N/A



CONTACTS

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HISTORY

Initial Effective Date: Originally 6.1 CANDIDACY STATUS (effective 3/28/89); 6.2 ENROLLMENT IN DISSERTATION CREDITS (effective 4/18/06); 6.3 CANDIDACY EXAMINATION (effective 3/28/89); 6.3.1 ELIGIBILITY FOR CANDIDACY EXAMINATION (effective 3/28/89); 6.3.2 PROCEDURE FOR CANDIDACY EXAMINATION (effective 3/28/89); 6.3.3 CONSTRUCTION AND ASSESSMENT OF CANDIDACY EXAMINATIONS (effective 3/28/89) from Graduate Policies and Procedures Manual

Review Dates (*review performed, no updates*): January 29, 2024

Revision Dates (*updates made to document*): March 28, 2023



Doctoral Candidacy and Candidacy Examination # 380.001a

INITIAL EFFECTIVE DATE: June 2010	LAST REVISION DATE: March 28, 2023	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT The University Graduate School
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PROCEDURE STATEMENT
Candidacy requests are due to the University Graduate School five business days prior to the first day of classes in the regular term.