



# DOCTORAL ADVANCEMENT TO CANDIDACY and NON-COURSE REQUIREMENTS

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Please complete this form (pages 1 and 2) and forward it to the Office of the University Registrar after a doctoral student has met all requirements to advance to candidacy. These documents are required before registration in 999 is allowed.

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

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

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

**Attachments required:**

\_\_\_\_\_ **Program of Study** (required for all PhD students)

\_\_\_\_\_ **Reduction of Credit** (if approved)  
(A Reduction of Credit form must be submitted for Mason graduates.)

**Advancement Semester:** \_\_\_\_\_ *Due by the end of the semester—last day of exams*  
(The **Advancement Deadline** is six years from the time of first enrollment as a degree-seeking student.)

**Graduation Deadline:** \_\_\_\_\_ *Five years from the time of advancement to candidacy*  
*Due by the Library deadline for Dissertation Submission*

### 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 department, official documentation of Master's degree**

### NOTES

- **999 Registration deadline:** Students must be advanced to candidacy by the advancement semester 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 whose advancement date is extended, with Dean and/or Vice Provost permission, will have their graduation deadline reduced proportionately.
- Students working on dissertation research (999) must register for a minimum of 3 credits of 999 per semester (excluding summers) until they have completed the minimum number of credits of 998 and 999 required by the university and their degree program. Then, they must register for 1 credit of 999 until the dissertation is complete and has been officially submitted to the library.
- 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.

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

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

Date

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

Date

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