



Graduate Studies Office
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Instructions for Graduate Degree Candidacy Form

All graduate students must apply for degree candidacy after being admitted to a graduate degree program and completing at least 15 graded credits but before completing half of the minimum credits in the program. Students should make an appointment during this period with a program advisor to discuss their progress to date. Students who will be continuing toward program completion establish their graduate committee and plan their entire program at this time, based on either the catalog requirements in place when they were admitted or the current catalog requirements. Students whose candidacy application is approved will not be subject to any changes in their program from that point forward unless agreed upon in writing by the student and the advisor.

As an example, an excerpt from a completed candidacy application for the MA in English literature follows. It lists all courses by prefix, number, course title and credit amount, as required, and it is based on the 2006-07 catalog requirements.

Courses Completed		Courses in Progress		Courses Remaining		Approved Substitutions	
Regular Required Courses							
Name	Cr	Name	Cr	Name	Cr	Name	Cr
ENGL 521 Grad Research in Lit ^(A)	5	ENGL 542 Sem Amer Lit Since 1920 ^(D)	5	ENGL 530 Old English ^(G)	5		^(J)
ENGL 541 Sem Amer Lit to 1920	5			ENGL 571 Modern Criticism	5		
				ENGL 600 Thesis	9		
Elective Courses							
ENGL 553 Maj Lit Fig: James/Wharton ^(B)	5	ENGL 535 Romantic Period Lit ^(E)	5	ENGL 540 Sem Amer Lit to 1860 ^(H)	5		
ENGL 694 Intern Teach Devel Writ	1						
Special Requirements							
ENGL 511 Composing Curriculum ^(C)	5		^(F)	ENGL 459 Grammar for Teachers ^(I)	5		
Subtotal: ^(#)	21	Subtotal: ^(#)	10	Subtotal: ^(#)	29	Total: ^(T)	60

To complete the candidacy application, begin with a blank form, and enter your course information in pencil. Once you are sure that this draft version is accurate and complete, go to the Forms page (www.ewu.edu/x12976.xml) at the Graduate Studies website, and open the PDF version of the Application for Degree Candidacy. Working from your paper copy, complete the electronic form. This version totals the credit amounts automatically and prints neatly. **The data entered into the PDF form cannot be saved electronically**, so be sure to print the form as soon as you have completed it.

Courses Completed:

List *required* courses already completed (**A**) in the top section of the first column. List *elective* courses already completed (**B**) in the middle section of the first column. List *special requirement* courses already completed (**C**) in the bottom section of the first column. The electronic form will automatically total the number of credits (**#**) for all three sections in this column and record that amount in the subtotal box, adding it to the total box (**T**) in the lower right corner.

Courses in Progress:

In the second column, list *required* courses (**D**), *elective* courses (**E**) and any *special requirement* courses (**F**) that you are currently taking, just as in the first column for completed courses. Again, the electronic form will automatically total the number of credits (**#**) for this column in the subtotal box and add it to the total box (**T**) in the lower right corner.

Courses Remaining:

In the third column, list *required* courses (**G**), *elective* courses (**H**) and any *special requirement* courses (**I**) that you will take to complete your program. The column subtotal (**#**) and total credits (**T**) will adjust automatically in the electronic form.

Approved Substitutions:

In the fourth column, list *substitutions* (**J**) for program-required courses, if any have been approved. Each substitution must have the same credit value as the required course it replaces, and no course requirements can be waived.

Obtain *all* required signatures (student, advisor/committee chair, second committee member and program director), and submit the Application for Degree Candidacy to the Graduate Studies Office, 206 Showalter Hall, Cheney, WA 99004-2444. If you have questions, please contact the GSO at (509) 359-2491. All graduate student forms are available at our website: www.ewu.edu/grad.