DMA / PhD DEGREE
Candidacy Application for an Advanced Degree

The Candidacy Application for an Advanced Degree summarizesthe student's degree plan as presented to the Graduate School. It is thus an extremely important document. Students may pick up blank application forms at the graduate music office and then submit the completed form back to the associate dean. For doctoral students, the application must be filed prior to the written comprehensive exams. **Fill out the form very carefully, as any form that is illegible will be returned and need to be redone.**

To fill out the Candidacy Application, students should have on hand an up-to-date unofficial transcript and a copy of the program description applicable to their degree program. Page one is self-explanatory. The “Degree Plan” line is for master’s students only.

On page two, list each course that you will use to satisfy requirements of the degree with the semester and year of registration (in the order taken, as they appear on your transcript). **Do not** list courses that were remedial, were used to satisfy preliminary examination requirements, or that were required as program or course prerequisites. Thesis/dissertation projects (TMUS) should be listed with the regular coursework on page 2 for DMA students. Coursework that has been formally transferred is listed on the top portion of page 3. PhD students will list their TMUS8998 registrations on page 3. Courses for which students are currently registered and for which they will register in the upcoming semester should be listed as well, again, **ONLY** if they are required for the degree. In the case where a grade has not yet been assigned or has been noted as IP, simply leave the box blank.

When the application form has been completed, and has been reviewed **and** approved by your major professor, each of you must sign at the bottom of page 3. Assoc. Dean Bruns signs off as the Major Dept. Representative. You must make a photocopy for your records **before** submitting to our office. **Note: when listing registrations for upcoming semesters, students MUST confirm that those registrations, when completed, are exactly as listed on the candidacy application**. **Any changes in registration** from the start of your written comps through the final semester must be submitted to our office.

When the candidacy application has been reviewed and approved by the Assoc. Dean, the Graduate Music Office will forward the application to the Graduate School at the time of the comprehensive oral. The Graduate School staff will check the plan against official records and notify the associate dean's office of any discrepancies. When the Graduate School Dean has approved the application and the comprehensive orals have been completed, the Graduate School notifies the student by letter that he/she has “advanced to candidacy" with a copy to the associate dean's office. Since the Candidacy Application is an official document, minimal corrections, as with any legal document, must be crossed out, initialed and dated.

The form should be completed and signed IN BLUE or BLACK INK.

No Markers (of any sort) or Pencil.