

ADMISSION TO CANDIDACY FORM

Florida State University Office of Admissions and Records 282 Champions Way A3900

Form fields must be typed.

Last Name

First Name

Middle
Initial

FSU EMPLID *required*

FSUSN

The above named student has completed the following requirements for admission to candidacy including:

1. Enrollment for the preliminary examination on:

Semester/Year

Course Prefix/Number

2. Passing the preliminary examination on:

Date

Program/Department

Department Chairperson Signature

Registrar's Office Notes:

Registrar Action Student Data Posted:

Date/Initial

From the Florida State University *Graduate Bulletin*:

A student who has completed the required coursework, passed the Preliminary Examination and submitted an Admission to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but **has not been cleared by the Manuscript Clearance Office** shall include in the required full-time load a minimum of two credit hours of dissertation per semester, including Summer term, until completion of the degree. A student must be enrolled in a minimum of two hours of dissertation in the semester of graduation. Those with underload permission must register for at least two credit hours of dissertation per semester (or term). Underloads must be approved by the student's major professor and, if applicable, department chair. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work.

Prior to degree conferral, all doctoral students must have completed a minimum of twenty-four credit hours of dissertation. **Doctoral students, after completion of the preliminary exam and twenty-four credit hours of dissertation, must be enrolled for a minimum of TWO credit hours per semester (of which at least two must be dissertation hours) until completion of the degree.** For more information on the full-time load for doctoral students, see the "Student Course Load" section of the *Graduate Bulletin*.

I have read the above information and understand the dissertation hours enrollment policies.

Student Signature _____ Date _____

Co- Major Professor Signature _____ Date _____

Co-Major Professor Signature _____ Date _____

OASIS Staff Signature _____ Date _____

This document must be included with the Admission to Candidacy Form when submitted to the Office of Academic Services and Intern Support (OASIS) via DocuSign at oasis-grad@fsu.edu. *Authenticated digital signatures are required.*