THE UNIVERSITY OF TENNESSEE KNOXVILLE
GRADUATE SCHOOL

Submit all forms to:
The Graduate School
111 Student Services Bldg.
Knoxville, TN 37996-0211

Admission to Candidacy

Masters or Specialist Degree (Course-Only, No Comprehensive Exam)

When to Use this Form

The Admission to Candidacy form is a contract between a student and the university, establishing the coursework required to graduate with a degree in their chosen program. Once the form has been submitted and approved, any later changes to the degree requirements for a program will not apply to the candidate. If for any reason (class unavailability, etc.), a course listed on this form cannot be completed, the candidate may submit a Revision to Admission to Candidacy form. These revisions will need to be approved by the candidate's major professor.

You may submit this form after completing nine hours of graduate coursework with a 3.0 average or better. **You must submit the form no later than the last day of classes preceding the term in which you expect to graduate (see tiny.utk.edu/grad-deadlines for current deadline dates).**

Note that the Admission to Candidacy form must be submitted before you will be allowed to complete your final examination.

Instructions

1. Fill out the identifying information (name, email, major, degree, etc.).

2. List in chronological order the graduate coursework you will apply toward your degree, paying close attention to the requirements for your major. Check the current Graduate Catalog and consult your major professor to ensure that you meet the requirements for your degree.

3. You will need to get your own signature and the signatures of your major advisor and the Director of Graduate Studies for your program. To use electronic signatures, use Adobe Acrobat Reader to apply your signature and then send to each person in turn to have them apply their electronic signature and return it to you (visit the Graduate School Website for full instructions on this process). If you are unable to collect electronic signatures, your major advisor and Director of Graduate Studies can sign/type/stamp the form, but the completed form must be submitted to the Graduate School by the department (no student submissions will be accepted).

4. Once all signatures have been collected, a departmental representative must email the signed form to the Graduate School at **gradspec@utk.edu**. The signed form *cannot* be accepted by the Graduate School if it is sent from a student email account.

If you are having difficulty getting signatures, please contact the Graduate School at 865-974-2475 (gradschool@utk.edu), and we can help find a solution.

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Important Considerations

When evaluating your form, the Graduation Specialist will first ensure that you have listed the appropriate major and degree to which you have been admitted. Then, your coursework will be checked against your academic history for accuracy. The Graduation Specialist will also look for the following:

- Degree requirements (Proper number of graduate coursework hours and, if applicable, thesis hours)
- Time Limit (No course used toward the degree may be more than six years old at the time of graduation)
- Transfer courses (Check catalog for restrictions and requirements)
- Signatures of committee members and Director of Graduate Studies (be sure to **print** each name next to signature).

The next step is to complete a graduation application for the term in which you plan to graduate. If your admission to candidacy is approved, you and your major professor will receive an email notification. If not, you will receive a letter explaining what problems exist. It is your responsibility to handle any problems in a timely manner so that your graduation is not delayed.

You should submit your graduation application through MyUTK by the same deadline date as the Admission to Candidacy, the last day of classes preceding the term in which you expect to graduate (see tiny.utk.edu/grad-deadlines for current deadline dates).

This form will not be accepted by the Graduate School without signatures of the major advisor and the Director of Graduate Studies. If you are having difficulty getting signatures, please contact the Graduation Specialists at 865-974-2475 (gradspec@utk.edu), and we can help find a solution.

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Admission to Candidacy
Masters or Specialist Degree

Name: _____
Last *First* *Middle*

Student ID #: _____

Email: _____

Major: _____

Degree: _____

Concentration: _____

To be Completed by the Graduate School

_____ _____
Date Admitted *Term for Degree*

_____
Dean of the Graduate School

Campus (Choose One): ◯ *Knoxville (on-campus)* ◯ *Distance Education (online only)* ◯ *Nashville* ◯ *UTSI*

Student Signature: _____

In chronological order, list only graduate level courses that count towards the degree

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade

Revised 05/2022

Student Name: _____ **ID:** _____

Year/Term		Course #		Hours	

Minor: _____

Year/Term		Course #		Hours	

Transfer Credit

Name of Institution: _____

Year/Term		Course #		Hours	

Signatures

Print Name	Signature	Department
_____	_____	_____
IGSDSP College Rep		
_____	_____	_____
IGSDSP Executive Committee Chair		

Steps for filling out the form.

1. Include key student information at the top of the form.
2. Circle the type of credential that you are getting, either a minor or an MS along with your major degree.
3. Check the website and list appropriate courses.
    a. https://haslam.utk.edu/business-analytics-statistics/statistics/
    b. All options recommend 2 level A courses. (Level B courses can always be substituted for Level A)
    c. MS with a PhD requires (24 hours of IGDSP courses and 9 hours from PhD)
        i. Two level A courses,
        ii. Stat 563-577,
        iii. One additional upper level Stat (BAS dept) course.
        iv. Nine hours of IGSDSP courses.
        v. Nine hours of technical coursework that is also applied to PhD admission to candidacy. (These are courses counted toward both degrees)
4. All students earning a minor or MS with their PhD must have a committee member with IGSDSP approval.
5. Get signature from IGSDSP College Rep and executive committee chair.
    a. Executive Committee and Haslam Rep: **Wei Zheng**, (BAS)
    b. Arts and Sciences: **Lowell Gaertner**, (Psychology)
    c. Tickle College of Engineering: **Lee Han** (Civil Engineering)
    d. College of Education and Human Sciences: **Louis Rocconi** (Ed. Leadership & Policy)
    e. College of Communications and Information: **Mike Kotowski** (Communications)
    f. Herbert College of Agriculture: **Alejandro Molina Moctezuma** (Natural Resources)
    g. College of Social Work: **William Nugent**
    h. Veterinary College: **Dr. Jennifer Lord (CEM)**
6. Students must also submit a request for concurrent MS and have it signed by their department DGS and the Executive Committee Chair.
    a. https://gradschool.utk.edu/academics/forms-central/request-for-concurrent-masters-degree/