

Graduate College Application for Admission to Candidacy

Student Information:

Student Name: _____ Date: _____
Student ID Number: _____ Email: _____
Graduate Program: _____ Area of Concentration/Cognate: _____
Catalog Year: _____ Anticipated Completion Date: _____

Instructions:

Purpose: The Application for Admission to Candidacy (AAC) is the review by the Graduate College of the detailed plan of study for a graduate student. The AAC is intended to identify degree requirements and graduate regulations that have been overlooked or misinterpreted by the student or anyone providing advice to the student. The AAC authorizes the Graduate College to make changes to the student's degree progress report (AAR), and make the student eligible to apply for graduation.

Procedure: The AAC is a required form for all graduate students enrolled in a degree program. The student is responsible for completing and signing the AAC, and forwarding to the correct Program Coordinator for review and signature. A list of current Graduate Coordinators is located at the Graduate College website under forms. If the AAC is approved the Program Coordinator signs and forwards to the Graduate College. Once the AAC form is approved by the Graduate College, the student is notified by email that the admission to candidacy has been granted by the university and will be given instructions on how to apply for graduation. A change in an approved AAC, such as the case where a course is no longer available, can be requested by submitting a Request for Adjustment of Academic Requirements.

Time of Submission: Although the academic calendar specifies a submission deadline for the AAC, the Graduate College strongly recommends that the AAC be submitted when the student has finished approximately half of the degree requirements. If the AAC is submitted too soon (well before the halfway point), the plan of study may not be sufficiently developed, and if submitted too late (well after the halfway point), the student may not be able to correct any problems discovered by the Graduate College before the anticipated graduation date.

Compliance:

Please indicate if your thesis or dissertation will involve any of the following compliance areas. Contact the Office of Research Compliance for questions about compliance requirements: <http://research.boisestate.edu/compliance/>

IRB (human subject) IACUC (animal care) IBC (biohazardous materials)

Supervisory Committee:

A supervisory committee is required for any master's student engaged in thesis activity and for doctoral students. The appointment of supervisory committee form must be submitted by the student and sent to the Chair or Major Advisor for approval. The form must be submitted no later than the time of submission of the Application for Admission to Candidacy form. Please indicate if you have submitted this form or if this form is required.

Do you need a Supervisory Committee Form? Yes No

Requirements:

**Requirement
Type**

Course Prefix, Number and Title

Credit

Grade

Semester/Year

Signatures:

Student _____
Signature Print Name Date

Approved/Disapproved

Graduate Program Coordinator _____
Signature Print Name Date

Graduate Dean _____
Signature Print Name Date

Boise State University, Graduate Admission and Degree Services, Riverfront Hall, Room 307, 1910 University Drive, Boise, ID 83725-1110. Office hours are 8-5 Monday-Friday. Telephone: Local 208-426-3903, Toll Free 1-800-824-7017, Fax 208-426-2789, Email: gradcoll@boisestate.edu. Website: <http://graduatecollege.boisestate.edu>.

Distribution: Original to Graduate Admission and Degree Services; copies to Registrar, Program Coordinator, and Student.