**Application for Candidacy**

**Purpose:** This Standard Operating Procedure (SOP) is designed to establish a uniform process for navigating the PhD roadmap. By implementing this procedure, we aim to guarantee clarity, consistency, and accuracy in guiding students through the completion of graduation requirements via Graduate Studies App.

**Scope:** This SOP is applicable to all departments with a PhD Program and PhD students preparing to graduate from their respective PhD program.

**Procedure:**

**STEP 1. Comprehensive Examination**

The Comprehensive Examination consists of two components:
- Successful completion of coursework
- Successful passage of the Progression Exam

*Please note that you must successfully complete both of these requirements to be considered Advanced to candidacy.*

**STEP 2. Application for Candidacy Submission:**

- After successfully passing the comprehensive exam, students are required to submit their Application for Candidacy to Graduate Studies.
- This application should be submitted using Grad Studies App online via https://gradforms.unm.edu.
  - Students will need their @UNM.Edu email and password to login and access the form.
- Students should initiate this application 5 months before their expected graduation date.
  - March 1 for Summer graduation, July 1 for Fall graduation, and October 1 for Spring graduation

*Example of Application for Candidacy Form- See page 2.*

**Frequently Asked Questions about Application for Candidacy**

1. Who is my major advisor?
   - Your major advisor is your Faculty Advisor or Program Coordinator.
2. Do I need to list all the courses I have taken?
   - No. You only need to list courses taken that will be counted towards your PhD degree.
   - This includes courses taken at other institutions that you want transferred over to UNM.
   - Be sure to mark “Previous Masters” if applicable.
3. What if I don’t know my UNM catalog year?
   - Your UNM catalog year is the year you started in the program. Reach out to your academic advisor for this information if unsure.
APPLICATION FOR CANDIDACY FORM

Application for Candidacy for the Doctoral or MFA Degree

This application is to be submitted to the Dean of Graduate Studies during the term in which you have passed the comprehensive examination and fulfilled any language or research skill requirement. The Application for Candidacy should be submitted for review/approval to the department for program signatures and, finally, submitted to the Dean of Graduate Studies by the end of the term that the PACAFRA Comprehensive Examination is completed but no later than the term before the semester to graduate.

UMN ID Number: 
Name: 
Date: May 6, 2024
Email: 

Degree Type: Doctor of Philosophy (Ph.D.)
UMN cataloging: 

Semester & year expected to complete all degree requirements: 

Primary Program: Nursing
Secondary Program: 
Concentrations: 
Minor: 

Select courses to be used to fulfill degree requirements:
You must select courses to add to your Application for Candidacy by clicking the checkbox next to each course you wish to add, or by using the checkbox in the header to select all.

Search: 

Showing 1 to 10 of 36 entries
Total Credit Hours Selected: 0

List courses you plan to take to fulfill your degree. Please match it to the UMN catalog you specified above.

Dept/Course
Course Title
Sem Hrs
Sem/Year
Instructor
Core
Previous Masters
Multiple Credential

List courses completed at other institutions to be used to fulfill requirements for this degree.

Dept/Course
Course Title
Sem Hrs
Grade
Sem/Year
Institution
Core
Previous Masters

Major Advisor:

Comments: 

Form incomplete. Please fill out those fields outlined in red.

Submit for Approval