

When and How to Advance to Candidacy

Depending on the degree program, students will advance to candidacy when they meet the following criteria:

Master of Arts (MA) degree

1. Complete all required coursework within degree program in consultation with their faculty advisor. Students should review their degree audit on R'Web. For any course substitutions, fill out a petition found [here](#) and write a justification for the request addressing each substitution individually.
2. Fill out the Application for Candidacy for Master's Degree. To fill out the form, login to R'Web and navigate to the R'Grad icon.

Master of Education (MEd) degree

1. Complete all required coursework within degree program in consultation with their faculty advisor. Students should review their degree audit on R'Web. For any course substitutions, fill out a petition found [here](#) and write a justification for the request addressing each substitution individually.
2. Fill out the Application for Candidacy for Master's Degree. To fill out the form, login to R'Web and navigate to the R'Grad icon.

Doctor of Philosophy (PhD) degree

1. Complete all required coursework within degree program in consultation with their faculty advisor. Students should review their degree audit on R'Web. For any course substitutions, fill out a petition found [here](#) and write a justification for the request addressing each substitution individually.
2. Complete the written qualifying examination and pass all sections.
3. Complete and pass the oral qualifying examination.

Note: Once all steps are complete, the Graduate Division will notify you via email that you have advanced to candidacy and will be charged a \$90 advancement fee.