

## **Candidacy Procedures Non-Research Masters Degrees**

### **1. Initiating Candidacy:**

- a) Register for zero credit hours of Special Study for Exam in the Semester in which you intend to complete your final comprehensive oral examination.
- b) Complete the Application for Degree and the Exit Questionnaire (forms can be found at <http://www.slu.edu/graduate>)
- c) Turn forms in to the Master's Candidacy Advisor in Verhaegen Hall, Room 107, 3634 Lindell Blvd, St. Louis, MO 63108 or via email to philipponerm@slu.edu or fax to 314/977-3943 by the due date that is listed on the Graduate School's Calendar of Deadlines.
- d) The Candidacy Form is then sent to you via email from the Master's Candidacy Advisor. Your Candidacy Form is used as a tool to communicate to you and your departmental advisor the remaining requirements for your degree completion.

### **2. Advancing to Candidacy:**

- a) Complete the Candidacy Form by:
  - i. Stating the date of your expected graduation
  - ii. Signing the form
  - iii. Listing your committee members for your final oral examination (if requested)
  - iv. Obtaining the signatures of your departmental advisor and chairperson
- b) Return the completed Candidacy Form to the Master's Candidacy Advisor by the due date listed on the Graduate School's Calendar of Deadlines.

### **3. Completing the Oral Exam and the Remaining Requirements:**

- a) The Candidacy Advisor sends ballots to the committee chairperson for your oral exam
- b) Your oral exam is completed no later than the deadline listed in the Calendar of Deadlines and the committee chairperson delivers the ballots to the candidacy advisor

**Contact the Master's Candidacy Advisor if you will not be completing your degree in the semester in which you originally intended. Student's are only eligible to register for the Special Study for Exams for two semesters.**

- c) The Senior Associate Dean of the Graduate School formally notifies you of the results of the examination
- d) All remaining requirements that had been listed on your Candidacy Form must be completed in order for your degree to be conferred by the conferral date for that semester.

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