INSTRUCTION ON HOW TO FILE FOR
ADVANCEMENT TO DEGREE CANDIDACY

This process requires three forms:

A.   **Application to Advancement to Degree Candidacy** (**ATC-**cover page)
B.   **Degree Course Plan** (degree requirements check sheet)
C.   **Application for Comprehensive Exams**

Go to: https://www.andrews.edu/ceis/resources/student/doctoral_forms.html

A. **Application to Advancement to Degree Candidacy** (**ATC cover page**)

   https://www.andrews.edu/ceis/resources/student/forms/doctoral/advancement-to-degree-candidacy.pdf

1. Fill in the fields electronically by clicking on them.
2. Save a copy of the completed **Advancement to Degree Candidacy cover page** on your hard drive. **You may want to print it in PDF and then save it on your hard drive.**

B. **The Degree Course Plan** (**degree requirements check sheet**).

   The doctoral level students who have an approved Course Plan should update it by filling out the grades of the completed courses. If you don't have a completed course plan you will need to do one. GPC students may access the course plan at: https://www.andrews.edu/ceis/gpc/resources/course_plans/index.html and choose the appropriate department and then your degree major. This will take you to the appropriate emphasis and academic year you began the program. Students in the Curriculum and Instruction, Higher Education, Educational Leadership and Leadership will need to contact their advisor for the course plan.

   The purpose of the **ATC Degree Course Plan Template** is to ensure that the classes you have taken or will take; meet the bulletin requirements for your chosen degree. The three left-hand columns on this form indicate the bulletin requirements. The remaining information is to be filled in by you, the student.

   a) AU credits indicate the number of credit hours taken at AU that count toward the listed requirement. **Please indicate the credits even if they will be taken in a future term.** Also, please note that any changes, transfer credits or alterations in the requirement, must be supported by a **Graduate Petition**. For transfer credits mark the number of credit hours in the column **Transfer Credits**. The **Waived Credits** box is used for waiving a specific course because you already have met that requirement through another course. However, the number of credits being waived must be made up by taking another course. Waived credits must be approved by submitting a petition. For any changes made through a petition, place a mark in the column **Attached Petition**. To file a petition, go to: vault.andrews.edu/epetition/

b) Under the column **Term Taken or to be taken**, indicate the time when you have completed, or you plan to complete the course.

c) In the far right-hand column named **Grade,** list the letter grades for the completed courses. For deferred grades write **"DG"** or leave this space blank if it is a course that you have not yet taken.

C.   **Application for Comprehensive Exam (link is below)**

https://www.andrews.edu/ceis/resources/student/forms/doctoral/applicationforcomprehensive exam.pdf

1. The comprehensive exams are offered three times a year in Fall, Spring and Summer. (**The academic calendar in the AU bulletin and Class Schedule list the exact dates of the exam**).

2. Submit all three forms: **Application to Advancement to Degree Candidacy**, the **Degree Course Plan** and **the Application for Comprehensive Examinations** via e-mail to your program director. Copy mcguirej@andrews.edu.

   To be Advanced to Degree Candidacy, you need to have your coursework completed, successfully pass your comprehensive exams and have your dissertation proposal approved.