

INSTRUCTION ON HOW TO FILE 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 Exam**

Follow this sequence:

1. Go to: <https://www.andrews.edu/sed/resources/student/grad-forms-index.html>
2. Select the doctoral degree.

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

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

1. Select the form **Application to Advancement to Degree Candidacy**. This is the cover page for your advancement to degree candidacy.
2. Fill in the fields electronically by clicking on them.
3. 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/sed/resources/student/course_plan.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**. For petition forms, please click the following hyperlinks: [Graduate Petition Form](#) and [Transfer Credit Petition Form](#).

- 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/sed/resources/student/forms/doctoral/applicationforcomprehensiveexam.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**). Also, the comps schedule can be checked online at: <https://prezi.com/rzzzbqet7u7j/a-comp-close-up/>
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 Monica Cervantes: cervantes@andrews.edu and a copy to piskozub@andrews.edu.

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

If you have any questions, you may e-mail Anna at piskozub@andrews.edu

An example of a completed Doctoral level ATC forms is shown below.

APPLICATION FOR ADVANCEMENT TO DEGREE CANDIDACY

First Name: Last Name: ID#:
 E-mail: Degree: PhD
 Address:
 City: State: Zip Code: Major Area: E
 Country: Date:

FILL OUT PROGRAM REQUIREMENTS: Please check and complete the following:

Total Credits (= or >76 + min of 16 dissertation credits required): 90 Research (12 Credits or as required): 15

Methodologies:

Basic	Basic	Advanced
EDRM505, EDRM611	EDRM605	EDRM704, 710, 712, 713

Indicate Residency Semesters:

1.	2.	16 crs within one year
Fall 2012	Spring 2013	yes

Comprehensive Examination: Expected Semester: Spring 2015

CANDIDACY PRE-APPROVED: pending completion as required of 1. All coursework, 2. Comps Exams, 3. Dissertation Proposal

Major Advisor: Date:
 Dept. Chair/Program Coordinator: Date:

CANDIDACY APPROVED: ☐ Coursework completed ☐ Comprehensive exams passed ☐ Dissertation Proposal Approved

Major Advisor: Date:
 Dept. Chair/Program Coordinator: Date:
 Dissertation Chair: Date:
 Dean, School of Education: Date:

FOR OFFICE USE ONLY: ☒ Regular Status Graduate GPA: ☐ Requirements MET
 Dean, School of Graduate Studies: Date:

SCHOOL OF EDUCATION

- ☐ Course Plan Verified
- ☐ Dissertation Credits (16)
- ☐ Foundations: 3 different areas
- ☐ 700-800 level courses: 6 credits
- ☐ Transfer Work On File
- ☐ Official Transcript
- ☐ Methodology

Coursework Completed
 Comprehensive Exam Passed
 Dissertation Proposal Approved
 Major GPA
 Program GPA

All requirements completed:

Graduate Program Coordinator: Date:

PhD Educational Psychology – General Emphasis
Course Plan for 2012-2013 Bulletin

Name: _____ ID: _____

Degree Requirements			Student Credits								
Acro/Num	Title	Credits/ Courses	AU Credits	Transfer Credits	Waived Credits	Transcript Name of the School	Attached Petition (Y)	Term taken or to be taken	AU After Admission	500 level	Grade
Professional Core											
EDRM636	Program Evaluation ✓	3	3					SU13			A
GDPC514	Psychology of Learning ✓	3	3				MA	SU07			B+
GDPC525	Psych & Edu of Exceptional Children	3	3				MA	SU06			B+
GDPC615	Advanced Human Development	3									
EDPC515	Psychol Dev-Growth Years		3			MA	pet #1	SU07			B+
GDPC625	Biopsychology ✓	3	3					FA12			B
GDPC626	Cognitive Psychology ✓	3	3					FA13			A
GDPC644	Psychological Testing	3	3				MA	FA06			B+
GDPC651	Beh. & Ed. Assessment ✓	3	3					FA12			B+
GDPC670	Advanced Social Psychology ✓	3	3					SP13			A-
GDPC676	Theories of Personality ✓	3	3					SU13			A
GDPC725	Cross-Cultural Ethics & Research	3									
EDPC540	Behav & Emot Probs Children ✓		3			MA	pet #2	SU05			A-
GDPC736	Field Work in Edu Psych	3	3					SP14			S