

INSTRUCTION ON HOW TO FILE ADVANCEMENT TO DEGREE CANDIDACY

Use Explorer browser to open the four forms as indicated below. All the forms must be submitted at the same time. If you will receive a message “unexpected error occurred”, wait a few moments before opening the form again. I checked the links and they work just fine!

A. Application to Advancement to Degree Candidacy (cover sheet)

http://www.andrews.edu/sed/resources/student/forms/masters/advancementtodegrecandidacy_ma.pdf

1. Fill in the fields electronically by clicking on them.
2. Then e-mail the **Application to Advancement to Degree Candidacy** to your adviser for approval. If you experience a problem with e-mailing the form, you may print and fax it to 269-471-6374, addressing it to the attention of your adviser.
3. Retain a copy of the completed **Application to Advancement to Degree Candidacy** for yourself.

B. ATC Degree Course Plan Template (degree requirements check sheet)

http://www.andrews.edu/sed/resources/student/course_plan.html

1. Follow this link and choose the appropriate department and then your degree major. This will take you to the appropriate emphasis. Choose the year you began the program.
2. The **ATC Degree Course Plan Template** is a Microsoft Word document. Save the template to your hard drive when you complete filling in the information. You may e-mail or fax the Degree Course Plan Template to your adviser for an approval. If you experience any difficulty when e-mailing it, print it and fax it to 269-471-6374 to the attention of your adviser.
3. The purpose of the ATC Degree Course Plan Template is to ensure that the classes you take 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 waved 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) Place a mark in the box 500 level for any and all courses taken or to be taken that are 500 or above (as indicated in the left column).

- d) Please list the letter grades for the completed courses in the far right-hand column named Grade. For deferred grades write “DG” or leave this space blank if it is a course that you have not yet taken.
- e) On the second page of the Degree Course Plan Template fill in the course number and name for each elective you have or will take. Complete the rest of the columns as you did for the degree requirements.
- f) Answer the questions at the bottom of the second page by circling “Yes”, “No” or “N/A” (not applicable).
- g) You are now ready to e-mail or fax the template to your adviser for approval! (See #11 for instructions).

C. Application for Comprehensive Exam

http://www.andrews.edu/sed/resources/student/forms/masters/App_for_comp_MA.pdf

1. The **Application for Comprehensive Examination** needs to be filled out next. 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/rzzbqet7u7j/a-comp-close-up/>
2. After filling out the Application for the Comprehensive Exam, you may e-mail it or fax it as instructed above.

D. Application for Graduation

https://forms.logiforms.com/formdata/user_forms/66125_302498/321133/page1.html

1. This form is submitted online to the Records Office as part of qualifying for advancement to degree candidacy. Indicate in the Records Office section on the **Application to Advancement to Degree Candidacy** (cover sheet) that you have completed the application for graduation online.

Please make sure that all these forms—the **Application to Advancement to Degree Candidacy**, the **Degree Course Plan Template**, the **Application for Comprehensive Examinations** and the **Application for Graduation** are submitted at the same time. E-mail or fax (269-471-6374) all forms to your adviser.

If you have any questions, you may e-mail Anna at piskozub@andrews.edu or call her at 269-471-3109.

An example of a completed ATC forms is attached below.

APPLICATION FOR ADVANCEMENT TO CANDIDACY

Masters Degree

First Name: _____ Last Name: _____ ID#: _____
 Degree: MA
 E-mail: _____ Major Area: Clinical Mental Health Counseling
 Bulletin: _____
 Anticipated Graduation Date: _____ Date: _____

Must have REGULAR status and have filed application for graduation first!

1. RECORDS OFFICE

Application for graduation

Records Office _____

Date _____

2. PROGRAM REQUIREMENTS (To be filled in by the department)

Required credits:

Minimum 500 & above:

Language:	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	Comprehensive:	No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
Teaching Certificate:	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	Thesis:	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>
Department Requirements:	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	Portfolio	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>
Recital	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	Project(s):	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>

[Signature]
Department Chair/Program Director

Date _____

3. COURSE REQUIREMENTS: (from attached check sheet)

GRADUATE CREDITS		400-499	> 500	Total
Completed: Transfer		_____	_____	0
	AU	_____	57	0 57
Proposed: Transfer		_____	_____	0
	AU	_____	3	0 3
Totals		_____	60	0 60

Tour/Workshop: _____ Independent Study: _____ Total: 60

Note: all transfer courses must be approved by petition and an official transcript on file in Records Office.

Academic Adviser _____

Date _____

4. GRADUATE SCHOOL

Regular Status: Meets Requirements: Graduate GPA: _____
 Transfer meets requirements: All bulletin requirements met or petitioned:

School of Graduate Studies _____

Date _____

5. APPROVAL

Dean, School of Education _____

Date Granted _____

Degree Requirements			Student Credits									
Acro/Num	Title	Credits /Course s	AU Credits	Transfer Credits	Waived Credits	Transcript Name of the School	Attached Petition ()	Term taken or to be taken	AU After Admission	500 level	Grade	
Specialty Area continued...												
✓ EDC624	Therapies for Addictions and Addictive Behaviors	3	3					SP 12			A	
✓ EDC629	Psychopathology: Classification & Treatment	3	3					SP 11			A	
✓ EDC630	Personality Assessment	3	3					FA 11			A	
✓ EDC686	Therapies and Diagnosis of Psychopathology in Children	3	3					FA 12			A	
✓ EDC687	Therapies for Adults: Theory and Practice	3	3					SP 12			A	
Subtotal		24	24									
Clinical Instruction												
✓ EDC650	Practicum in Counseling	3	3					SP 11			S	
✓ EDC655	Internship in Counseling	6	6					FA 11 & SP 12			S	
Subtotal		9	9									
TOTAL CREDITS REQUIRED		60	60									

- Did you transfer in any coursework? Yes No N/A
- Did you receive an appropriate approval? Yes No N/A
- (You must receive Dr. Granger or Dr. Kijal's approval to transfer in research courses)*
- Did you use any other course to substitute for a required course? Yes No N/A
- If you substituted a required course, did you submit a petition? Yes No N/A
- Are you planning on taking any relevant coursework outside of AU? Yes No N/A
- If you are planning it, did you submit a petition for permission to do so? Yes No N/A
- Do you have at least 50% of your credits at the 500 level or above? Yes No
- Do you have a minimum of 48 semester credits at AU? Yes No
- Does your total meet the minimum 60 semester credits? Yes No
- Is any of your coursework older than 6 years from the time of graduation? Yes No

Student's Signature _____ Date _____

Academic Advisor _____ (with signature) _____