

INSTRUCTION ON HOW TO FILE ADVANCEMENT TO DEGREE CANDIDACY

This process requires four forms:

- A. **Application to Advancement to Degree Candidacy** (cover sheet)
- B. **ATC Degree Course Plan Template** (degree requirements check sheet)
- C. **Application for Comprehensive Exam**
- D. **Application for Graduation**

These forms are available on the Andrews University website at www.andrews.edu.

After visiting the AU website follow these steps:

- A.
 - 1. Find the blue toolbar on the top of the AU homepage and click on **Academics**.
 - 2. Under the schools heading, select **School of Education**.
 - 3. Once at the School of Education cite, click on **Resources** located on the left side bar.
 - 4. Under Resources, choose **Student Resources** and find the Academics sub-heading.
 - 5. Under Academics, choose **Graduate Forms** and select the appropriate degree level: Doctoral, Specialist or Masters.
 - 6. A list of forms will appear. Select the form **Application to Advancement to Degree Candidacy**. This is the cover page for your advancement to degree candidacy.
 - 7. Fill in the fields electronically by clicking on them.
 - 8. 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.
 - 9. Retain a copy of the completed **Application to Advancement to Degree Candidacy** for yourself.
- B.
 - 10. Now you are ready to work on your **ATC Degree Course Plan Template** (degree requirements check sheet). Go back to **Graduate Forms** and select **Certificate and Degree Course Plans**.
 - 11. 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.
 - 12. 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.
 - 13. The purpose of the **ATC Degree Course Plan Template** is to ensure that the classes you 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 indicates the number of credit hours taken at AU that count toward the listed requirement. 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**.
- 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.

14. The **Application for Comprehensive Examination** needs to be filled out next. It is directly listed under the Application to Advancement to Degree Candidacy. 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).
15. After filling out the Application for the Comprehensive Exam, you may e-mail it or fax it as instructed above.

D.

16. The application for graduation is under the following link:
<http://www.andrews.edu/grad/documents/graduation.pdf>.
This is a read only form. Please print it and fill it out and fax it to 269-471-6374.
17. 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.
18. If you have any questions, you may e-mail Anna at piskozub@andrews.edu or call her at 269-471-3109.