

Candidacy Procedures
Non-Research Masters Degrees

1. Initiating Candidacy:

- a) Complete the Application for Degree and the Exit Questionnaire (forms can be found at <http://www.slu.edu/graduate/students.html>)
- b) 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
- c) The Candidacy Form and the Calendar of Deadlines 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
 - 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
- c) The 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.

File a Petition to Defer if you find that you are unable to meet the deadlines set in the Calendar of Deadlines. The petition can be found at <http://www.slu.edu/graduate/students.html>