

Checklist for Advancement to Candidacy

The Office of Graduate Studies will review the materials and send it to the Office of the University Registrar to process. Please allow 3-5 business days to be processed.

1. Please fill out the following information:

Student Name:

AUID:

Program:

Date of passage of Proposal Defense:

Doctoral Committee Chair Name:

2. Please include a copy of the student's degree audit printed out to a pdf file. The degree audit must indicate that the student has completed all required courses and, if applicable, passed his or her comprehensive examination(s) or equivalent.
3. Please include a copy of the student's Dissertation Committee Form.
4. Please include a copy of the evidence of completion of Responsible Conduct of Research (RCR) training.
5. Please attach this completed form as well as the additional requirements in an email to candidacy@american.edu. Either an Academic Advisor, a Doctoral Program Director, a school-wide Director of Graduate Education, or an Associate Dean should submit these documents. Doctoral students should not submit these documents but may be responsible for giving them to the appropriate university official. Please only send documents for one student per email.