

College of Business and Public Administration

DECLARATION OF CANDIDACY

The Graduate Candidacy policy is an important requirement to be adhered to by all Business and Public Administration Graduate students. Please read the following explanation. The Candidacy policy requires the following be met:

1. All "preparatory courses" are to be completed with a "C" grade or better
2. Your cumulative GPA must be 3.0 or higher for all coursework
3. Competency in math and written communication must be established by:
 - a) successful completion of written communication requirement or English 301 with a grade of "B" or higher
 - b) successful completion of the math requirement with a grade of "C" or higher
4. Removal of any admission conditions
5. Completion of a minimum of nine (9) hours of core requirements and a maximum of twelve (12) hours of approved graduate (Core or Elective) credits**
6. Once Candidacy is approved, a student will have four (4) years to complete his/her degree.

**** Degree Requirements state that at least eighteen (18) hours must be completed after candidacy is approved. If your request for candidacy is late, you may be required to take additional course work.**

Student ID _____ Print Name _____

Student Signature _____ Date _____

Please submit this form to your Academic Advisor

Advisor Signature _____ Date _____

Approved _____ Denied _____ pending the following requirements _____
