

January 24, 2008

Memorandum

TO: Dr Dianne Barron, Associate Provost/Dean of Graduate Studies

FROM: Vickie Miles, Assistant to the Provost/University Registrar

RE: Proposed changes to Admission to Candidacy procedure

During recent discussions with our campus registrars, we have concerns about the delays our students are experiencing in the graduation clearance process. Since we do require the student to have all documents completed prior to clearing the student for graduation, there are often missing signatures, missing forms, etc. that have to be identified and rectified before we allow the student's graduation to be posted.

In reviewing the frequent occurrence of missing documents/missing signatures, we are seeing many students who do not have the Admission to Candidacy form signed, even at the point of graduation. The students have completed all courses, completed the comprehensive exam, but simply never followed up with appropriate signatures/approvals on the Admission to Candidacy form. This results in a delayed graduation date from an admission requirement that should have been satisfied much earlier in the program.

In order to resolve the issue, the registrars propose, for your consideration and review, the following change to the Admission to Candidacy process:

The Admission to Candidacy form must be completed within the first 18 semester hours of the program. If not completed by 18 hours, a hold will be placed on the student's registration until Degree Plan/Admission to Candidacy process is completed.

Enforcing the requirement at the beginning of the program, rather than the end of the student's program would more accurately place the requirement appropriately. We appreciate your review of the recommendation, and will be happy to discuss further, if needed. Whatever your decision, we will make sure the policies and procedures of the Graduate School are enforced.

Admission to Candidacy Tracking Process- Effective Summer 08 (08/T5)
Approved by Graduate Council February 2008

Procedures for Posting Admission to Candidacy:

1. When the signed, admission to candidacy form is received, enter the following course to the student's record through XSAC :

CAND APPR Candidacy Approved

Assign the course a grade of P showing no hours. (This follows the model of the COMP EXAM posting)..

2. Once the course has been entered, the Degree Audit should allow the candidacy to be tracked by running the Academic Evaluation.
3. Query graduate students each term to determine which students have the CAND APPR course who have earned more than 18 semester hours. Assign a restriction of **TUGCA** to the list. This restriction will prohibit any future registrations without the completed Admission to Candidacy.

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MAPP Taken: N

Course	Num	Sec	Title	Grd R	Hrs Att	Hrs Cmpt	Grade Points
SFM	6610	TWAA	PHYSICAL EDUC, SPORT, & THE LAW	B	3.00	3.00	9.0000
SFM	6640	TWAA	SPORT MARKETING	A	3.00	3.00	12.0000
07/SP Totals:					6.00	6.00	21.0000 GPA = 3.5000
Cumulative Totals:					6.00	6.00	21.0000 GPA = 3.5000
Institutional Totals:					6.00	6.00	21.0000 GPA = 3.5000
SFM	6615	TBAA	SPORT ADMINISTRATION	A	3.00	3.00	12.0000
SFM	6674	TAAA	ENTREPRENEURSHIP IN SPORT	B	3.00	3.00	9.0000
07/SU Totals:					6.00	6.00	21.0000 GPA = 3.5000
Cumulative Totals:					12.00	12.00	42.0000 GPA = 3.5000
Institutional Totals:					12.00	12.00	42.0000 GPA = 3.5000
CAND	APPR		CANDIDACY APPROVED	P	0.00	0.00	0.0000
KHP	6602	TWAA	MOTOR SKILLS AND HUMAN PERFORM	B	3.00	3.00	9.0000
SFM	6617	TWAA	READING IN SPT FIT MGT & HPE	A	3.00	3.00	12.0000
SFM	6632	TWAA	CRIT ISSUES SPT FIT MGT & HPE	A	3.00	3.00	12.0000
07/FA Totals:					9.00	9.00	33.0000 GPA = 3.6667
Cumulative Totals:					21.00	21.00	75.0000 GPA = 3.5714
Institutional Totals:					21.00	21.00	75.0000 GPA = 3.5714
CUMULATIVE TOT: CRED.ATT =					21.00	CRED.CPT =	21.00 GRD.PTS = 75.0000 GPA = 3.5714
INSTITUTIONAL TOT: CRED.ATT =					21.00	CRED.CPT =	21.00 GRD.PTS = 75.0000 GPA = 3.5714

Official copy must bear signature of the Registrar.