



PROCEDURE FOR ADMISSION TO PH.D. CANDIDACY

1. PURPOSE

This document is intended to provide students with guidance on how to complete the administrative steps to ensure that they are admitted to Ph.D. Candidacy in a timely manner.

2. BACKGROUND

During the various stages that eventually lead to a Ph.D. degree, an individual may be denoted as a "Ph.D. student", a "Ph.D. candidate", or a "Doctoral candidate". A "Ph.D. candidate" or "Doctoral candidate" is an individual who has successfully completed the requirements of Ph.D. candidacy. The requirements include, among others, the passing of the comprehensive qualifying examinations and the dissertation proposal. Being admitted to Ph.D. candidacy is a pre-requisite for defending the dissertation. Any other individual who has not yet completed those requirements is termed a "Ph.D. student".

3. INSTRUCTIONS

For Ph.D. students enrolled in CAE, all of the following steps must be completed in this order to become admitted to Ph.D. candidacy:

Step 1: Register for CAE 830 (Pre-Candidacy Doctoral Dissertation).

Step 2: Pass the written and/or oral Qualifying Examinations.

Step 3: Download and complete the *CAE Program of Study* form by typing the relevant fields.

Step 4: Meet with the CAE Graduate Program Director for a preliminary review of the form.

Step 5: Pass the Dissertation Proposal presentation and have each committee member sign the *CAE Program of Study* form. Also obtain the signature from the CAE Department chairperson.

Step 6: Submit the completed *CAE Program of Study* form to the CAE Graduate Program Director for review and approval.

Step 7: Complete the *Application for Admission to Candidacy* form from the University of Miami's Graduate School [website](#). The form is dynamic (web-based), which requires SSO login.

Step 8: Once the Graduate School sends a notification that the form has been approved, download an unofficial student transcript from CaneLink and verify that a milestone was added to it. Look for this text on the transcript:

Candidacy Status: Completed; Milestone Title: ADMISSION TO CANDIDACY FOR THE PHD DEGREE AS OF mm/dd/yyyy.

If that text does not appear on the transcript, the student has not been admitted to Ph.D. Candidacy yet. In that event, contact the Graduate School on the status of the form. Continue to register for CAE 830 until the milestone appears on the transcript.

Step 9: Once the milestone appears on the transcript, students can register for CAE 840 (Post-Candidacy Doctoral Dissertation).

4. GRADUATE SCHOOL REQUIREMENTS FOR GRADUATION

Note the following registration requirements stipulated by the Graduate School:

- The steps for Admission to Candidacy must be completed at least one semester prior to graduation.
- Students must register for at least 1 credit of CAE 840 in the semester in which they actually defend their dissertation.
- Students must register for at least 1 credit of CAE 840 in the semester in which they actually graduate.

5. QUESTIONS

If students have questions regarding this process, please contact the CAE Graduate Program director.