

**Student name:**

**Title:**

**Committee Member 1:**

**Committee Member 2:**

**Committee Member 3:**

**Admission to candidacy must be reached by the last day of spring quarter of 4<sup>th</sup> year.  
The following steps must be completed before a student has reached ABD status.**

- Coordinate timeline to allow for each step below with your committee. (At certain times of the year, the administrative process from approval of the prospectus to ABD status can take up to two weeks.)
- Send prospectus to committee members and department assistant
- Coordinate and attend prospectus meeting with committee
- Make any requested revisions within 3 weeks of the meeting
- Fill out the PhD Dissertation Proposal Form (available on the website or from the department assistant) and send it to department assistant with the final draft of proposal
- Ask committee members to email their approvals to department assistant
- Submit final completed program worksheet to department coordinator
- ASA reviews student file to confirm ABD requirements have been met
- DGS makes final review of student file, then emails student, advisor, department assistant, and department coordinator with approval of ABD status

**At this time, the department assistant will send a signed Candidacy form to the Division.**