

Lamar University, College of Graduate Studies
Student Application for Admission to Candidacy for Master’s Degree
(Student’s Draft of Degree Plan and Request for Graduate Committee)

The G-2 is submitted by the student to the Department Chair after completing a minimum of 12 semester hours and before the final nine hours. The G-2 is not an official document, it is not submitted to the College Dean or Graduate Dean and it is not part of the student’s permanent file. Rather, the G-2 is a working draft which is used to create the G-3 (an official document which finalizes the student’s degree plan and specifies the graduate committee).

With the G-2, the student suggests a degree plan and requests the makeup of the graduate committee. Using the G-2 as a draft, the student’s advisor/department creates the G-3 and then submits it to the Department Chair, College Dean and Graduate Dean for approval. See reverse for applicable regulations.

_____ (Student’s Name) _____ (Degree Program) _____ (LU I.D.)
 Local Address: _____ Phone #: _____

If international student, English proficiency requirement satisfied (yes/no)

_____ If deficiency courses specified at admission, have they been completed (yes/no) _____
 In good academic standing, GPA at least 3.0, not on probation (yes/no) _____
 Semester and year in which you expect to graduate _____

Graduate Courses Completed Which Apply Toward Degree

Dept. & No.	Title	Grade	Sem/Yr

* Indicates transfer work. Must submit official transcript and G-6 form to Graduate Office.

If Required, Leveling or Deficiency Courses Completed

Dept. & No.	Title	Grade	Sem/Yr

A GPA of 3.0 must be maintained for all leveling/deficiency courses.

Course Work in Progress (currently enrolled)

Dept. & No.	Title	Grade	Sem/Yr

Course Work to be Completed

(Min. 9 Sem. Hrs. After the Semester in Which This Form is Filed)

Dept. & No.	Title	Grade	Sem/Yr

Requested Graduate Committee

1. _____ (Supervising Professor)
2. _____ (Committee Member)
3. _____ (Committee Member)

Thesis or Non-Thesis?

Check One:

Thesis Option

Non-Thesis Option

If Writing Thesis, Title Is: _____

Signatures: by signing below, the student requests admission to candidacy with specified additional course work and the requested graduate committee; the graduate advisor indicates that he/she recommends the degree plan and the committee; and the department chair indicates approval. **Though the student initiates this form and suggests a degree plan and graduate committee, the advisor and department chair may recommend changes which will be reflected on the G-3 form. Only the G-3 form is submitted to the Graduate Dean.**

Date: _____ Requested (Student) _____

Date: _____ Recommended (Grad. Advisor): _____

Date: _____ Approved (Dept. Chair): _____

Regulations:

Advisement and Admission to Candidacy: New graduate students do not have an advisory committee and are advised by the Chair of the major department or a member of the graduate faculty designated as the initial advisor. Students are not considered to be candidates for a degree until they have completed a specified set of graduate courses and have proven their academic capability. In some programs, students must pass a qualifying exam before being admitted to candidacy. Students who have been admitted to candidacy are assigned an advisory committee, and the committee establishes a graduation plan.

Initial Advisement. For the first 12 hours of graduate work, students are advised by the Chair of the major department or a member of the graduate faculty who has been designated by the Chair as the initial advisor.

Timing of Admission to Candidacy. Admission to the Graduate School does not imply admission to candidacy for a graduate degree. Students seeking a graduate degree must be admitted to candidacy *after* completing a minimum of 12 semester hours of graduate study and *before* their last 9 hours.

Restrictions and Prohibitions to Admission to Candidacy. Graduate students may not be admitted to candidacy if they a) are on probation, b) are suspended, c) have not removed all undergraduate deficiencies, and/or d) have not completed at least 12 hours of recommended graduate courses. International students required to pass the Michigan Test to indicate English proficiency must do so before they can be admitted to candidacy.

Procedure for Applying for Admission to Candidacy. The student is responsible for initiating the process for admission to candidacy by submitting the G-2 form (Student Application for Admission to Candidacy for Master's Degree) to the Chair of the major department. Students should submit the G-2 after completing 12 graduate hours but before enrolling in their final 9.

Recommendation of Advisory Committee and Degree Plan. After receiving the G-2, the departmental chair or the designated graduate advisor submits a recommended degree plan and suggested graduate committee to the Graduate Dean by filing a G-3 form (Recommendation for Admission to Candidacy for Master's Degree). If these recommendations are approved, the student is admitted to candidacy. The Graduate Dean has the option of appointing additional members to an advisory committee.

Composition and Roles of the Advisory Committee. The advisory committee will include a member of the graduate faculty designated as the supervising professor along with at least two other members of the graduate faculty. The committee will assist in monitoring/supervising the remainder of the student's program, including revision of the degree plan; supervision of research; writing and approval of the thesis, field study, or dissertation; and administration and evaluation of the final comprehensive examination.

Selection of Advisory Committee Members. When the student is admitted to candidacy, members of the advisory committee are appointed by the Graduate Dean upon recommendation by the departmental Chair. After admission to candidacy, but before the date of the final examination or the oral defense, the student may request a change in the committee with the approval of the department Chair. If the department Chair does not approve a request for a committee change, the student may request the Graduate Dean to appoint a 3 member Review Committee. In the event the Review Committee fails to effect an agreement between the student and the original committee, a new committee may be selected for the student by the Graduate Dean, the Dean of the student's academic college and two members of the graduate faculty of the student's academic college chosen by the Graduate Dean. The time period should not exceed 10 class days from the date of receipt by the Graduate Dean of a written request for review and arbitration by the student and the appointment of a new committee, should one be necessary.