

ADVANCEMENT TO CANDIDACY APPROVAL FLOW

Helpful Tip:
We suggest notifying your committee members, advisor and program chair to to submit their approval as soon as they receive their email notifications. ** By selecting the Masters Along the Way, this will not automatically grant you the degree without completing the necessary actions.

1 STUDENT SUBMITS

Student will submit Advancement form via the link provided by their program coordinator.

2 GRADUATE SERVICES

Graduate Services will review the submitted form to ensure a valid committee members group is selected.

3 COMMITTEE MEMBERS

Each committee member will receive an email to submit their approval. All committee members must submit their approval before the form can move forward.

4 GRADUATE ADVISOR

The Advisor will receive an email to submit their approval. Once approval is submitted, the form is moved to the Program Chair. A successful approval will get a confirmation email that notes approval was received.

5 PROGRAM CHAIR

The Program Chair will receive an email to submit their approval. Once approval is submitted, the form is moved forward. A successful approval will get a confirmation email that notes approval was received.

6 GRADUATE DEAN

The Graduate Dean will review the form, and submit their approval. Once approval is submitted, the form is moved to Graduate Services.

7 GRADUATE SERVICES

Graduate Services will receive approved Advancement and finalize for processing.

8 *REGISTRAR OFFICE

If student selected Masters Along the Way: After Graduate Services processes, the form is sent to the Registrar's office to update the students Record. They will receive a final email indicating they can apply to Graduate for the MAW.