

Candidacy Procedures Research Masters Degrees

1. Initiating Candidacy:

- a) Register for zero credit hours of Special Study for Exam and minimally zero credit hours of Thesis Research (six hours of Thesis Research are required for degree completion) for your final semester.
- b) Complete the Application for Degree and the Exit Questionnaire (forms can be found at <http://www.slu.edu/graduate>)
- c) Turn forms in to the Master's Candidacy Advisor in Verhaegen Hall, Room 107, 3634 Lindell Blvd, St. Louis, MO 63108 or via email to philipponerm@slu.edu or fax to 314/977-3943 by the due date that is listed on the Graduate School's Calendar of Deadlines.
- d) The Candidacy Form is then sent to you via email from the Master's Candidacy Advisor. Your Candidacy Form is used as a tool to communicate to you and your departmental advisor the remaining requirements for your degree completion.

2. Advancing to Candidacy:

- a) Complete the Candidacy Form by:
 - i. Stating the date of your expected graduation
 - ii. Signing the form
 - iii. Listing your committee members for your final oral examination
 - iv. Obtaining the signatures of your departmental advisor and chairperson
- b) Complete the Thesis Proposal/Prospectus Form which can be found on the Graduate School's website at www.slu.edu/graduate
 - i. Complete the requested information on the two-sided Thesis Proposal form
 - ii. Complete an outline of your thesis with an accompanying bibliography
 - iii. Sign the form and obtaining the signatures of your mentor, the readers, and your departmental chairperson to indicate their approval
- c) Complete the Shortened Title Form following the instructions on the form (found on the Graduate School's website at www.slu.edu/graduate)

Contact the Master's Candidacy Advisor if you will not be completing your degree in the semester in which you originally intended. Student's are only eligible to register for the Special Study for Exams for two semesters.

- d) Return the completed Candidacy Form, the Thesis Proposal and the Shortened Title to the Master's Candidacy Advisor by the due date listed on the Graduate School's Calendar of Deadlines.
- e) If you are planning to defend your thesis during the summer months, you must have written permission of your mentor, committee members and departmental chairperson

3. Thesis:

- a) Submitting thesis for a format review
 - i. The Graduate School's Format Guide is available on the Graduate School's website at:
www.slu.edu/graduate
 - ii. At time of format review, thesis should be complete and already reviewed by mentor. The deadline for submission is stated in the Calendar of Deadlines
- b) Final two copies of thesis are submitted after the candidacy advisor, the mentor and readers approve the thesis. There is a fee for binding these two copies.

4. Completing the Oral Exam and the Remaining Requirements:

- a) The Candidacy Advisor sends ballots to the committee chairperson for the oral defense of your thesis
- b) Your oral exam is completed no later than the deadline listed in the Calendar of Deadlines and the committee chairperson delivers the ballots to the candidacy advisor
- c) The Senior Associate Dean of the Graduate School formally notifies you of the results of the examination and the acceptance of the final copies of your thesis.
- d) All remaining requirements that had been listed on your Candidacy Form must be completed in order for your degree to be conferred by the conferral date for that semester.

Contact the Master's Candidacy Advisor if you will not be completing your degree in the semester in which you originally intended. Student's are only eligible to register for the Special Study for Exams for two semesters.