

**INSTRUCTION ON HOW TO FILE
ADVANCEMENT TO DEGREE CANDIDACY**

- d) Please list the letter grades for the completed courses in the far right-hand column named Grade. For deferred grades write “DG” or leave this space blank if it is a course that you have not yet taken.
- e) On the second page of the Degree Course Plan Template fill in the course number and name for each elective you have or will take. Complete the rest of the columns as you did for the degree requirements.
- f) Answer the questions at the bottom of the second page by circling “Yes”, “No” or “N/A” (not applicable).
- g) You are now ready to e-mail or fax the template to your adviser for approval! (See #11 for instructions).

C. Application for Comprehensive Exam

<https://www.andrews.edu/sed/resources/student/forms/doctoral/applicationforcomprehensiveexam.pdf>

1. The **Application for Comprehensive Examination** needs to be filled out next. The comprehensive exams are offered three times a year in Fall, Spring and Summer. (The academic calendar in the AU bulletin and Class Schedule list the exact dates of the exam). Also, the comps schedule can be checked online at:
<https://prezi.com/rzbbqet7u7j/a-comp-close-up/>
2. After filling out the Application for the Comprehensive Exam, you may e-mail it or fax it as instructed above.

D. Application for Graduation

https://forms.logiforms.com/formdata/user_forms/66125_302498/321133/page1.html

1. This form is submitted online to the Records Office as part of qualifying for advancement to degree candidacy. Indicate in the Records Office section on the **Application to Advancement to Degree Candidacy** (cover sheet) that you have completed the application for graduation online.

Please make sure that all these forms—the **Application to Advancement to Degree Candidacy**, the **Degree Course Plan Template**, the **Application for Comprehensive Examinations** and the **Application for Graduation** are submitted at the **same time**. E-mail or fax (269-471-6374) all forms to your adviser.

If you have any questions, you may e-mail Anna at piskozub@andrews.edu or call her at 269-471-3109.

An example of a filled ATC form is attached below.

G:

Acronyms		Credits	All	Transfer	Unload	Prerequisite	Attached	Term taken	500
A	EDRM636	Program Evaluation	3					SU13	
	GDPC676	Theories of Personality	3	3				SU13	A