

Candidacy Process Checklist

Empanelling Your Committee

- Identify your supervisor
- Update your “Declaring Faculty Supervisor” Form
- Identify, with your supervisor, at least 4 additional committee members:
 - At least 2 must be RS Graduate Studies Committee (GSC) Members
 - At least 1 must not be a member of the RS GSC
- Invite GSC committee members to join the committee (**You or your supervisor**)
- Supervisor** informally invites outside committee members
- Email the Graduate Adviser (GA) the names and email addresses of outside members
 - GA** formally invites outside members and copies Graduate Coordinator (GC)
 - GC** sends outside members the “No Cost” form
 - Non-UT faculty sign and send GC:
 - “No Cost” form
 - Current CV
 - GC** submits forms to the Graduate School

Scheduling Your Prospectus Colloquium:

- Schedule a date and time for your colloquium
 - Your supervisor and **all RS GSC** members must attend
 - Outside members are welcome, but not required to attend
- Book a room for the colloquium [GC can help]
- Ensure you have necessary technology for anyone using Skype, etc.
- Circulate a copy of your prospectus 2 weeks before the Colloquium to committee
- Supervisor** announces your defense to the GSC via email and
 - Attaches an abstract
 - Indicates whether the defense is public
- Supervisor** emails the result to the GA and GC

Applying for Candidacy

- Complete your application online here:
https://utdirect.utexas.edu/ogs/forms/candidacy/app.WBX?intro_type=D
- Enter all UT and non-UT faculty on the form
- Use your colloquium abstract for the form
- Submit the form
- Check with GC to make sure “No Cost” form and CV to the graduate school
- Application must be approved by: Your Supervisor, the Graduate Adviser, the Graduate Studies Committee Chair, and the Graduate School

Registration

- Ask GC whether to change current registration to dissertation hours (R S 999R)
- If not, register for R S 999R in next available semester