

## **Instructions for completing and submitting the Program of Study (GS#101) and the Application for Candidacy & Graduation (GS #103)**

### PROGRAM OF STUDY (POS)

1. Each degree seeking graduate student must complete and file a POS, i.e., form GS #101, by the end of the first semester of enrollment in graduate coursework.
2. All information requested must be provided before the POS will be accepted and approved by the Graduate School.
3. The student must provide name, UTCID, the degree being sought, major, concentration (if applicable), the first semester enrolled in graduate courses, the hours required for the degree, the number of credit hours in core courses in the degree, and the number of credit hours in elective courses in the degree.
4. **NOTE:** if transfer courses will be included as part of the POS, and the course(s) was/were taken before beginning the degree program at UTC, the date of the earliest course taken that will be used in the POS must be the date used for the “Semester First Course Taken”.
5. In the space provided, the core courses in the degree program *must* be listed. Elective courses may be listed at this time if known but this is not required. Elective courses will be listed on the Application for Candidacy form (GS#103) when the student applies for graduation.
6. When listing courses (core or elective), the course prefix, number, title and credit hours must be provided. For the courses the student is currently enrolled when filing the POS list the semester; however, graduate school staff will fill in the semester and grades on all other courses.
7. When listing transfer courses in addition to the information requested in #6 above, the university where the course was taken should be included after the course title.
8. In the space where courses are to be listed, list on one line (in the course title space) if a comprehensive exam will be required, i.e., Comprehensive exam required or Comprehensive exam not required.
9. Transfer courses being requested to be included in the POS must be listed in the space provided.
10. If additional space is needed to list core courses, electives (if listed), and transfer courses, use the POS and Candidacy Continuation form (GS#102).
11. Secure all signatures and submit the form to the Graduate Office, 103 Race Hall (Dept. 5305).

### Application for Candidacy, Certificate Award, and Graduation (GS#103)

1. Each degree seeking graduate student must complete and file an Application for Candidacy, Certificate Award, and Graduation, i.e., form GS #103, by the semester prior to the semester of his/her anticipated graduation. For example, if a student anticipates graduating in May of a given year, the student must file form GS#103 in the fall preceding the May graduation. Some programs may have more strict guidelines regarding when the Application for Candidacy, Certificate Award, and Graduation Form should be submitted; therefore, students should consult their program guidelines.
2. All information requested must be provided before the Application for Candidacy, Certificate Award, and Graduation will be accepted and approved by the Graduate School.

3. The student must provide name, date of filing and UTCID. In addition the student must indicate the degree, program (major) and concentration (if applicable).
4. For students completing requirements for a graduate certificate but not a degree, this form must be completed. The student should provide all of the applicable inform requested above, the name of the certificate program and list the courses in the certificate program in the space provided.
5. In the space provided, all courses not listed on the original POS and any changes in the courses listed on the POS must be noted. In most instances, the courses listed will be the elective courses required to complete the degree. Courses in a certificate program would also be listed here. In instances where a course on the original program of study was not taken and is being replaced by a different course, this information should be noted in the following format on the application for Candidacy form:
  - Replacement course prefix, number, title *followed by* (the course prefix and number of the course being replaced)
  - For Example:  
ESC 5650 Ecological Toxicology and Risk Assessment (replacing ESC 5170)
6. When listing courses, the course prefix, number, title and credit hours must be provided. Graduate School staff will fill in the semester and grades on all courses listed.
7. If additional space is needed to list courses, use the POS and Candidacy Continuation form (GS#102).
8. Below the space for listing courses, the student must indicate if he/she is filing for candidacy only (and not for graduation also).
9. Below the space for listing courses, the student must indicate the semester of he/she will graduate. Complete the appropriate blank for a particular semester with the year.
10. The specific due date for filing the Application for Candidacy, Certificate Award, and Graduation is the last date of early class registration for the semester preceding the anticipated graduation. The specific filing dates are listed in the Graduate Academic Calendar located on the Graduate School webpage:  
<https://www.utc.edu/research/graduate-school/student-resources/graduation-information>.
11. Students pursuing a certificate must also indicate the semester and year they anticipate receiving the certificate in the space where the graduation date is indicated.
12. Secure all signatures and submit the form to the Graduate School, 103 Race Hall (Dept. 5305).