Advancement to Candidacy Form Instructions

For the Student, Dissertation Director, and Graduate Program Director

A doctoral student should complete this online form when directed by their Dissertation Director and Graduate Program Director to do so. This is typically after the student passes candidacy qualifiers/comprehensives/defenses or passes a prospectus defense. The form should be completed within the same semester in which the student passed the qualifying/comprehensive exam/defense.

Student Actions

1. The student will navigate to: Advancement to Doctoral Candidacy Form
2. You will login using the ECU Single Sign-On procedure with their ECU ID and passphrase and multi-factor authentication.
3. The form will automatically populate date, name, email, and Banner ID.
    - You will be asked to:
        i. Use the drop-down menu to select your degree program.
        ii. Type in a *working* title of their dissertation research. This does not have to be the final title that will appear on their dissertation document.
        iii. Use the drop-down menu to select where in the alphabet the last name of their director is:
            1. Last Name starts with A – M
            2. Last Name starts with N – Z
    - A new drop-down menu will appear, and the student should select the name of their dissertation director.
    - Use the drop-down menu to select the last name of their Graduate Program Director.
4. You can then click Submit Form.

Dissertation Director Actions

1. The dissertation director will receive an email from Formstack with the subject line: **APPROVAL NEEDED: Master's Pre-Thesis Research Form.**
2. You will click on Open Form or Click to Approve Form in the email.
3. You will login using the ECU Single Sign-On procedure with their ECU ID and passphrase and multi-factor authentication.
4. You should be directed to the form itself or to an Assigned Tasks Workspace page where items to be approved will be listed on the left. Click on the Banner ID of the student. If you do not see a Banner ID, click on the words "Advancement to Candidacy Form" if there is only one student listed.
5. The form will appear, and you will be able to see the student's identifying information, their degree program, and their working title, and their question response.

6. You will see a section titled Approval: Dissertation Director/Advisor. Please input your information and respond to the questions. Then click Submit Form.
7. The form will now go to the Graduate Program Director the student selected when creating the form.

Graduate Program Director Actions

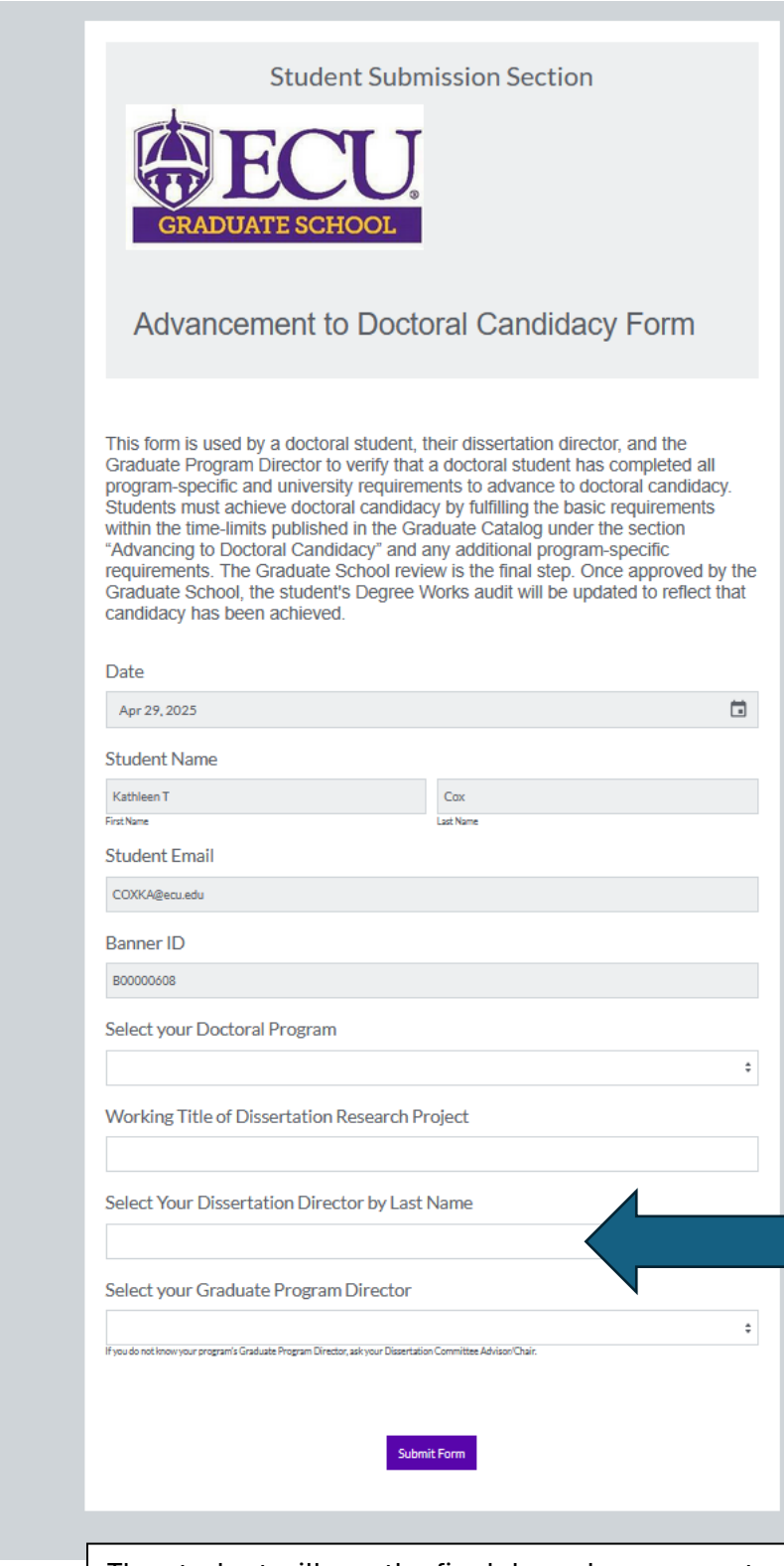
1. The Graduate Program Director (GPD) will receive an email from Formstack with the subject line: **APPROVAL NEEDED: Advancement to Candidacy Form.**
2. You will click on Open Form or Click to Approve Form in the email.
3. You will login using the ECU Single Sign-On procedure with their ECU ID and passphrase and multi-factor authentication.
4. You should be directed to the form itself or to an Assigned Tasks Workspace page where items to be approved will be listed on the left. Click on the Banner ID of the student. If you do not see a Banner ID, click on the words "Advancement to Doctoral Candidacy Form" if there is only one student listed.
5. The form will open, and you can scroll to see the student's identifying information, their degree program, and their working title, and their question response and the completed fields for Dissertation Director that signify approval by the Dissertation Director.
6. You will scroll down and review the Acknowledgment of Graduate Program Director and complete your name and Banner ID. Then, click Submit Form to complete the process.

Graduate School Actions

All individuals on the form, along with the Graduate School, should receive a copy of the completed form. When received by the Graduate School the form is added to the student's record in Xtender for documentation purposes and the Pre-Thesis item in the student's Degree Works audit is updated.

The Degree Works audit update may occur 1-4 weeks after submission based on the time during the semester in which its submitted. If submitted late in the term, it will not be processed until after graduation due to thesis/dissertation review priorities.

Questions can be directed to gradschool@ecu.edu or Kathleen Cox, Associate Dean (coxka@ecu.edu) or Marquerite Bond, Administrative Support Associate (bassm@ecu.edu).



The student will see this form when they log in using their ECU ID, passphrase, and multi-factor authentication.

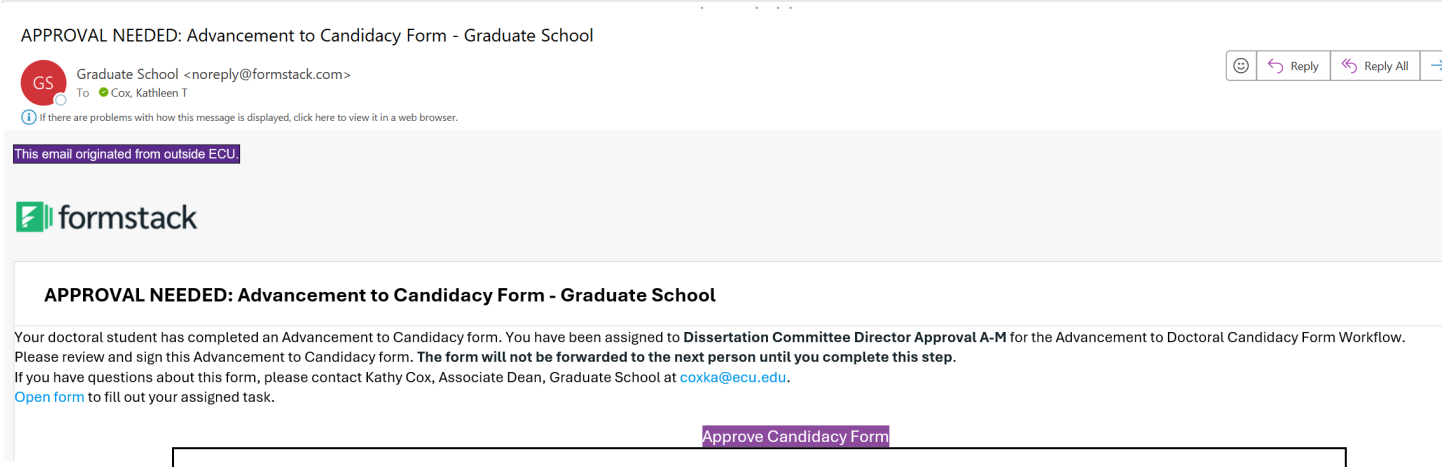
The student information will automatically populate.

The student will use the drop-down menu to select the degree. The student will input a working title. It's okay if the title changes at the time the dissertation is finished.

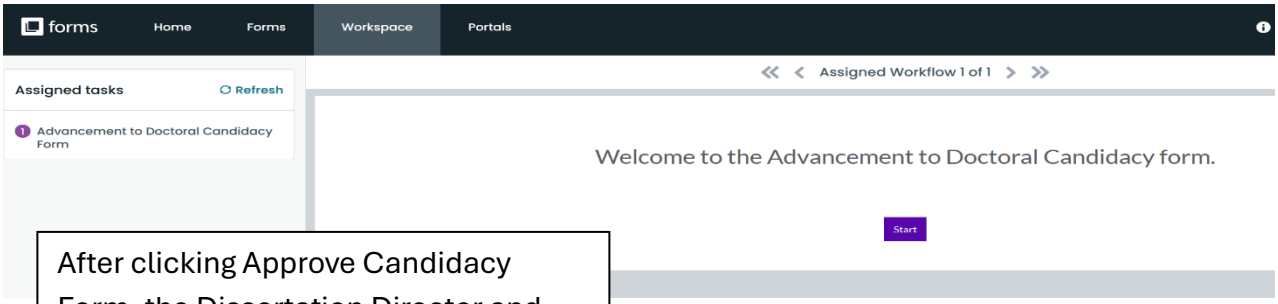
In the first drop down menu, the student will select the portion of the alphabet that contacts the Dissertation Director's last name (A-M or N-Z). A new drop down will appear, and the student will select the Director's name.

The student will use the final drop-down menu to select the name of the Graduate Program Director for their degree.

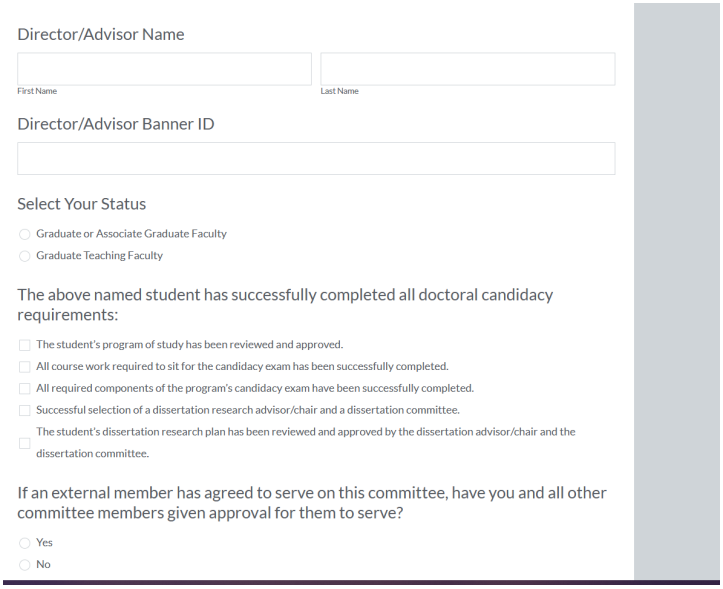
The student will then click Submit Form.



The Dissertation Director and the Graduate Program Director will receive an email with APPROVAL NEEDED: Advancement to Candidacy Form – Graduate School as the subject line.

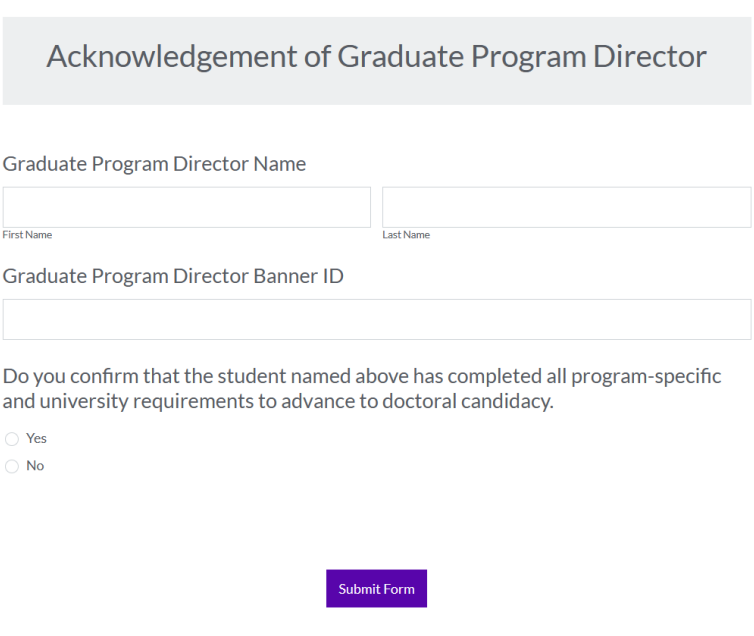


After clicking Approve Candidacy Form, the Dissertation Director and GPD will see a screen like this, if they are not brought directly to the form. Click Start.



The Dissertation Director will fill in their name & Banner ID and answer all questions. Then click submit and you are done.

The GPD will see the Acknowledgement of Graduate Program Director section of the form. Fill out your name and Banner ID and answer the question. Then click Submit.



The process will now be done, and the Graduate School will be notified. Degree Works will be updated with 1-3 weeks, typically.