

Instructions and Information for D-2 Form

Candidacy Exam Results (D-2)

1. DEADLINES

- This candidacy form must be submitted to UGS by no later than five business days before the first day of classes. Candidacy forms must be on file and approved by UGS by the first day of classes in the term in which the student advances to doctoral candidacy. Students cannot register in dissertation credits without an approved D2 on file at UGS.

2. CONTINUOUS ENROLLMENT REQUIREMENTS

- After achieving doctoral candidacy, doctoral candidates are **required** to be enrolled in at least 3 dissertation credit hours every term, including summer.
 - D-2 form will not be processed without proof of current enrollment.
- Further information regarding the UGS continuous enrollment policies is available at: <https://policies.fiu.edu/files/783.pdf>.

3. INSTRUCTIONS FOR PROGRAM DIRECTOR/CHAIR

- Verify the following before submitting D-2 to the UGS.
 - Students graduate GPA ≥ 3.0
 - Student is currently enrolled in at least 3 graduate credits
 - All official transcripts relevant to transfer courses are available in the student's electronic record.
 - No grades of "Incomplete" are in student's record
 - If an incomplete grade is showing, attach a copy of the change of grade form(s)
 - Make sure that **all** coursework is graded (even courses that are not part of the student's program of studies), including current term enrollment
- Attach the following documentation with D-2.
 - If any of the doctoral credits were taken as a non-degree seeking student, attach a copy of the Graduate GPA Course Inclusion form. The form can be found at: http://onestop.fiu.edu/assets/docs/registrar/Grad_Inclusion_form.pdf.
 - If your program requires that D-3 is submitted with D-2, provide signed D-3 and relevant required documents.
- Submit hardcopy form to the UGS for final approval.

4. ADDITIONAL INFORMATION

- Do not submit D-2 to the UGS if the student has not successfully completed all of the coursework requirements, the program's comprehensive examinations and the dissertation proposal (if relevant).
 - If student fails final attempt at candidacy exam and is discontinued from the program, please notify the UGS.
- To check the status of your form, please log on to my.fiu.edu, and check under the "To Do List" Section. We highly encourage all students to check the status of each form as it is the responsibility of each student to ensure the form is submitted to UGS.
- At the request of the College of Arts, Sciences and Education (CASE) and School of International and Public Affairs (SIPA), candidacy forms under these colleges must be approved by the colleges' deans prior to submission to UGS. Please make sure to check your college's deadlines within the dean's office.

