

Candidacy Form Instructions

All graduate students must complete a candidacy form in their first semester (or before they will register for courses beyond 12 hours if they are part time) in order to continue registering for courses at Wheaton College.

The candidacy form is a sort of contract between the student and their academic department about how the requirements for the degree will be met. Students meet with their advisor to discuss the degree requirements and specific plans for course choices and timelines.

The Process:

1. Print your candidacy form from the Registrar's Office website.
2. Schedule a meeting with your academic advisor to discuss your degree.
3. List on your candidacy form which courses you will take to fulfill your degree requirements.
 - a. On the lines to the left of the course numbers, students may place an "X", check mark or the term (ie. FA 18) to indicate they took/when they took the course. For courses not yet taken, please indicate the semesters you plan to take the courses. This will assist students in sequencing their courses and will help advisors to identify scheduling problems up front.
4. Sign your candidacy form, and have your advisor sign it once you are in agreement with what is listed there.
5. Turn the form in to Graduate Records Analyst (Nancy Mathewson) in BGC 229. Forms may be slid under my door if I am not available. Students may also drop the forms off at the main Registrar's Office in SSB 222 ([above the bookstore](#)) if that is more convenient. Students will receive a PDF copy of the fully-approved form via their Wheaton email account once the form is reviewed, approved and processed.

***If you will not be on campus in person or if your advisor is difficult to reach in person, you can print your candidacy form, fill it out and send it via email as a PDF attachment or fax it to your advisor for their signature. The form must be signed by the student and the advisor by hand - no electronic signatures accepted at this time.

You can find the Graduate Candidacy Forms here:

<https://www.wheaton.edu/about-wheaton/offices-and-services/office-of-the-registrar/forms/candidacy-forms-graduate-studies-only/>

If you started in a previous year and wish to go under a different catalog year, please contact Nancy Mathewson to receive a copy of that year's candidacy form.

Please note: There will be a hold placed on your record in the semester during which you will reach 12 hours that will block your registration for future terms until the candidacy form is completed, fully approved and turned in.

Please contact Nancy Mathewson, Graduate Records Analyst, if you have any questions about the candidacy forms or candidacy form process.

Have a great semester!