How to apply for Candidacy and/or get an Interim Master's

The process I experienced. (if just candidacy, skip to step 4)

To get interim Masters, you must be in candidacy. It's easiest to just do them at the same time.

1.   At the beginning of the semester, Laney will send out an email with the deadlines; Step 2 needs to be done in that first month (sept 13), and step 5 needs to be done by that last month (Nov 8):

Example:

To: FALL 2019 Degree Candidates
Cc: Graduate Program Administrators

If you are planning on completing a degree in **FALL 2019**, including a master's degree "on the way to" a PhD or a certificate, then carefully read the information below and in the attached document. You should also carefully review all information found on the Degree Completion page.

Important dates:
•   **August 13** - the application for degree is available online through OPUS for doctoral students who plan to complete their PhDs and for those students graduating from a master's degree program. [Note: If you submitted this a previous semester but did not complete, you need to submit it again.]
•   **September 13** - degree applications are due. Students that submit late applications will incur a $25 fee; the last day that LGS will accept late degree applications is **October 31**.
•   **November 8** – Degree completion forms are due. You **MUST** upload your thesis or dissertation to the ETD repository **BEFORE** submitting required forms to LGS. **HARDCOPIES of forms are no longer required and must be uploaded through the** LGS STUDENT ACTION ONLINE FORM.

When to submit a hard copy of the Application for Degree to LGS:
PhD-seeking students who plan to apply for an interim or terminal master's degree must print and submit required documentation to Renee Webb in the Laney Graduate School. If you are applying for a certificate, complete an online certificate declaration form prior to applying for the degree online. If you do not apply to receive the certificate, it will not be noted on your transcript. [Note: LGS will **NOT** retroactively award certificates.]

…………………

2. If you want a masters (an interim masters, meaning on-the-way to PhD) at the end of that semester, fill out the Certificate Declaration Signature Form (see Appendix), write Interim at the top, and take to Renee Webb. If you are unsure if you can finish everything that semester, do this step anyway….if you don't finish, you'll just do this step again when you try next semester.

   Found here: http://gs.emory.edu/_includes/documents/sections/academics/policies-progress/lgs-certificade-declaration-signature-form.pdf

3. The middle few months: Do all the things you need to do that semester.

4. **Candidacy: (this step can be done without the others)**
   Fill out Candidacy Signature Form (see Appendix)
   http://gs.emory.edu/_includes/documents/sections/academics/policies-progress/candidacy-signature-form.pdf

   go to online portal: https://www.applyweb.com/emorypst/index.ftl
   a. Click on Online Application

    b.   Choose Milestone: Apply for candidacy

01. Enrollment: Withdraw from one or more courses
02. Enrollment: Withdraw from all courses
03. Enrollment: Apply for readmission
04. Enrollment: Apply for readmission as a special standing / non-degree student
05. Enrollment: Apply to enroll with a reduced course load
06. Enrollment: Request parental accomodation
07. Enrollment: Request a leave of absence, in the middle of a semester
08. Enrollment: Request a leave of absence, at the end of a semester
09. Enrollment: Certificate declaration
10. Enrollment: Request to leave the PhD program with a Terminal Master's Degree
11. Milestones: Apply for candidacy
12. Milestones: File a dissertation committee form
13. Funding: Request Adjustment for External Funding
14. Funding: Request Additional Year of LGS Funding
15. Completion: Extension for Submitting Dissertation / Thesis
16. Completion: BME Students Only: Submit Completion Items to Emory
17. Completion: Submit Completion Items for a Certificate
18. Completion: Submit Completion Item for Master's Degree
19. Completion: Submit Completion Items for Doctoral Degree

    c.   Fill out and submit. (you'll need the sheet and an unofficial transcript)
5.   Interim Master's completion:

Fill out Master's Degree Completion Report (see Appendix)
http://gs.emory.edu/_includes/documents/sections/academics/completion/masters-completion-report-rev1.pdf

go back to the online portal (see step 4)
    a.   Online Application
    b.   Choose Completion: Submit Completion Items for Master's Degree
    c.   Fill out and submit (you'll need the master's sheet and an unofficial transcript)

APPENDIX

2019 Forms, general idea what they should look like (try to find the up-to-date version on the Laney Graduate School website)

EMORY | LANEY GRADUATE SCHOOL

Certificate Declaration Signature Form

Submit this signature form online at https://www.applyweb.com/emorypst/index.ftl.

For PhD Degree Seeking Students Only

Certificates are open to doctoral students only. They are awarded simultaneously with the doctoral degree, and require a separate degree application.

Student

Last name: First name: EmplID:

PhD program:

Certificate Program

I am declaring that I intend to complete this certificate program:

☐ Bioethics   ☐ Comparative Literature

☐ Digital Scholarship and Media Studies   ☐ English

☐ Film and Media Studies   ☐ French

☐ Hispanic Studies   ☐ Human Rights

☐ Injury and Violence Prevention   ☐ Jewish Studies

☐ Medieval Studies   ☐ Mind, Brain and Culture

☐ Psychoanalytic Studies   ☐ Translational Research

☐ Women's, Gender, and Sexuality Studies

I agree to inform, in writing, the Laney Graduate School and the appropriate Certificate Program director if I wish to be removed from the certificate program.

Certificate Program Director

This student has joined the certificate program, and is on schedule to complete its requirements alongside the requirements of his or her doctoral degree.

Director Name:

Director Signature: _____ Date:_____

The date of the signature will determine the effective term for this change in OPUS.

This form will be submitted online, and will be routed to the student's PhD program for approval in the online system. LGS will notify everyone when the process has been completed.

EMORY | LANEY GRADUATE SCHOOL

Application for Admission to Candidacy
Signature Form

Submit this signature form online at https://www.applyweb.com/emorypst/index.ftl. You will need an unofficial transcript (you can generate it from OPUS; instructions are on the Candidacy page on our website).

Last name: First name: EmplID:

Graduate program:

Director of Graduate Studies / Program Director

This student has satisfied all applicable program requirements for candidacy. He or she has

- completed all required coursework with at least the minimum required GPA;
- completed all TATTO and JPE* requirements (LGS requires JPE 600 and program-based components before candidacy);
- resolved any Incomplete or In Progress grades;
- completed all language or methods requirements; and
- passed all pre-doctoral exams.

JPE is required for students in the Natural Sciences, Anthropology and Psychology entering Fall 2012 and afterward; required for Humanities and Social Science students entering Fall 2013 and afterward.

Indicate how language or methods requirements were satisfied, or check the box. ☐ N/A

Language/Method	Date	Manner of Satisfying

Indicate when exam requirements were satisfied, or check the box. ☐ N/A

Exam	Date	Exam	Date

DGS / Director Name:

DGS / Director Signature: _____ Date:_____

For students in the GDBBS: the division director will review in the online system.

EMORY | LANEY GRADUATE SCHOOL

Master's Degree Completion Report

Submit along with an unofficial transcript!

Master's Candidate *(to be completed by the student)*
I have completed all requirements, or will complete them by the end of this term, for the master's degree I am seeking.

Last name: First name: EmplID:

Graduate program: Email:

I intend to graduate in Spring 20____

Candidate's Signature: _____ Date:_____

Director of Graduate Studies / Program Director

Type of Degree *(check one)*

☐ This is a terminal master's degree. It completes the candidate's studies in this program.

☐ This is an interim master's degree, and the candidate remains enrolled in this doctoral program.

Credit Hour Requirement *(must be checked in order for degree to be granted)*

☐ By the end of this semester, the candidate will have completed at least 30 credit hours as specified in section 1.1.2(B) of the Laney Graduate School Handbook, and has no outstanding grades of Incomplete or In Progress.

Basis of the Degree *(check one)*

☐ This degree is awarded on the basis of a thesis. An approval sheet signed by the advisor and the committee members (if applicable) is included.

☐ This degree is awarded on the basis of candidacy. An application for candidacy has been approved or is being submitted concurrently.

☐ This degree is awarded on the basis of a project, coursework and/or other requirements.

Subject to the satisfactory completion of the courses (if any) in which the candidate is now enrolled, the candidate has completed all requirements for the degree.

Name:

Signature: _____ Date:_____

Division Director *(for candidates in the GDBBS or the GDR)*
Name:

Signature: _____ Date:_____

Laney Graduate School Staff

☐ Credit hour requirement confirmed.