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Use the tab key to navigate through form, and type in information.

## REQUEST FOR ADMISSION TO Ph.D. CANDIDACY

GEORGIA INSTITUTE OF TECHNOLOGY

OFFICE OF GRADUATE STUDIES & RESEARCH

NEW \_\_\_\_\_

INSTRUCTIONS BELOW

REVISED \_\_\_\_\_ (if revised, check all that apply: \_\_\_\_\_ Title \_\_\_\_\_ Committee \_\_\_\_\_ Description)

GTID# \_\_\_\_\_

Print Name \_\_\_\_\_  
First Middle Last

### PART I. THESIS TOPIC

Thesis Title: \_\_\_\_\_

Brief Description: **(DO NOT EXCEED SPACE PROVIDED BELOW)**

Approved by:

\_\_\_\_\_  
Signature of Student Student ID # Campus Box #

\_\_\_\_\_  
School Chair School Committee Member Print last name & dept.

\_\_\_\_\_  
Thesis Advisor Print last name & dept. Committee Member Print last name & dept.

\_\_\_\_\_  
Committee Member Print last name & dept. Committee Member Print last name & dept.

### PART II. COMPREHENSIVE EXAMINATION

The above student passed the Comprehensive Examination on \_\_\_/\_\_\_/\_\_\_ and is admitted to Ph.D. candidacy in

\_\_\_\_\_ (Graduate Coordinator)

**NOTE:** If minor has been approved, please attach a copy to this form.

### PART III. ADMISSION TO CANDIDACY

This student is admitted to candidacy for the Ph.D. Degree in \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ (Dean, Graduate Studies)

## INSTRUCTIONS

This form should be completed and submitted to the Georgia Tech Graduate Office through the Graduate Coordinator when the student has completed the requirements for admission to candidacy for the doctoral degree. To qualify for candidacy, the student must complete all course requirements (except the minor), achieve a satisfactory scholastic record, pass the comprehensive examination and have the thesis topic, advisor and committee approved by the School Director (or Graduate Coordinator) and Graduate Dean.

Part I is to be completed by the student and approved by the appropriate faculty. If a committee member is not on the Ga. Tech faculty, a brief resume (1-2 pages must be attached to the form). Part II is to be completed by the Graduate Coordinator and Part III by the Georgia Tech Graduate Office. Copies of the approved thesis topic form are sent to the department, student and Registrar's Office.

The minor may be submitted for approval at any time to the Georgia Tech Graduate Office. If the minor is submitted prior to admission to candidacy, it will be approved and returned to the department. It must then be attached to the Admission to Candidacy form is turned in.

**Revisions** - If any revision to Part I is needed, this form should be used. Check "revised" at the top of the form and also what is to be revised. Type the revised information in the appropriate place below. The student, advisor, school chair (or Graduate Coordinator) and the new committee member, if applicable, should sign the form.

**Note** - The *Manual for Graduate Theses*, which is available in the Georgia Tech Graduate Office, gives the procedures for thesis approval and the requirements for format and typing. Theses that do not meet these requirements will not be accepted.

### **POLICY ON ADVISEMENT OF GRADUATE STUDENT RESEARCH AND APPOINTMENT OF THESIS ADVISORY COMMITTEE (Academic Senate, 12/2/86)**

There are two committees which function to advise, approve and conduct the final doctoral oral examination of the thesis and the student's knowledge of the field in which it lies.

The first committee is called the Thesis Advisory Committee or the Thesis Reading Committee and consists of at least three persons, one of whom is the Thesis Advisor. This committee approves the research topic, provides advice and guidance during the research and is charged with approving the thesis when the research is completed and presented as the doctoral thesis. When the Thesis Advisory Committee considers the thesis to be satisfactory, a recommendation is made to the Dean of the Graduate Division for the appointment of the second committee, which is called the Final Doctoral Examination Committee, and it consists of at least five individuals.

The Thesis Advisory Committee consists of at least three members satisfying the following: (1) the thesis advisor shall be a member of the Academic Faculty (with approval of the school or college Graduate Committee, an adjunct\* faculty member appointed for the specific purpose of advising graduate students may serve as the thesis advisor); (2) the majority of committee members shall be members of the Academic Faculty. The Committee is approved by the Graduate Committee in the School or College, recommended by the School Director or Graduate Coordinator, and appointed by the Dean of the Graduate Division.

The Final Doctoral Examination Committee, which consists of at least five persons, always contains the Thesis Advisory Committee members and others as appropriate, who are recommended by the school or college to the Dean of the Graduate Division for approval. At least one member of the Final Doctoral Examination Committee must be from the academic faculty of a School (or College) which is distinct from the unit in which the student is enrolled.

It is recognized that some Schools and Colleges may wish to appoint a Thesis Advisory Committee which consists of five or more persons and to recommend this committee to serve as the Final Doctoral Examination Committee. Where the constraints outlined above are met for both committees, this is permissible.

\* "adjunct" does not indicate formal appointment, but rather appointment as indicated in this policy statement.