



Candidacy Form Information & Instructions

Online Graduate Education Programs

All graduate students are required to complete an Application for Degree Candidacy after they have completed at least 15 credits and before they have completed half of their program.

The candidacy form acts as a contract between the student and the university to ensure that the student recognizes and will meet all university requirements by graduation.

Instructions for Completing the Candidacy Form

- Fill in your contact information
- Select your degree type
 - Either MEd or Certificate
- Select your program
 - Some programs will be prefilled, others will need to be selected from a drop-down list
- Catalog Year
 - The year in which you will complete the program (e.g., 2021-2022)
- Term and Year you will graduate (e.g., Spring 2 2021)
- Course List
 - Required Courses Completed
 - Select the courses you have already completed from the drop-down lists – each list is broken into 2 sections:
 - Core Courses – these courses are only required for students in the full master’s degree program
 - Specialization Courses – these courses are required for all students in this concentration
 - Insert the number of credits for each course
 - Courses in Progress
 - Select your current courses from the drop-down lists
 - Insert the number of credits for each course
 - Courses Remaining
 - Select the courses you have not yet taken that are required for your program from the drop-down lists.
 - Insert the number of credits for each course
 - Approved Substitutions
 - Any course substitutions must be approved by a School of Education faculty advisor or the Graduate Program Director. Contact educgrad@ewu.edu with questions
 - Substituted courses should be entered and matched to an EWU class from the drop-down to the right
 - Insert the number of credits for each course
 - Sign and date the completed form (this can be done electronically)
- Email the completed candidacy form to the EWU Graduate Studies Office at gradprograms@ewu.edu
 - If the Graduate Studies Office does not contact you, the form was accepted as submitted
 - If the Graduate Studies Office has questions about the form, they will reach out via email

Again, if you do not hear from the Graduate Studies Office, your form is accepted and does not need any changes.



Application for Graduate Degree/Certificate Candidacy

This form is to be filed **after completion of 15 graduate program credits and before completion of one-half** of the minimum program credits. You must submit a separate candidacy application for EACH graduate degree or certificate.

Name: _____ Date: _____
Last *First* *MI*

Address: _____
Street *City* *State* *Zip Code*

EWU ID: _____ Phone: _____ Email: _____

Degree Desired: MED CERTIFICATE Specialization or Major: _____

Catalog year under which you will be evaluated: _____ Term & Year of expected degree completion: _____

Please include course number, abbreviated course title, and credits.

Required Courses Completed		Courses in Progress		Courses Remaining		Approved Substitutions					
Course #, Abbrev Title	Cr.	Course #, Abbrev Title	Cr.	Course #, Abbrev Title	Cr.	Course #	Cr.	will sub for	Course #	Cr.	
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<i>Subtotal:</i>		<i>Subtotal:</i>		<i>Subtotal:</i>						<i>Total:</i>	

Candidate: _____ Date: _____
Sign

Program Director: Dr. Ann Van Wig Dr. Ann Van Wig Date: _____
Sign *Print*

Once complete, please scan and send this form to the Graduate Studies office at gradprograms@ewu.edu.