

Graduate Candidacy in myKU

In Student Center, if you're eligible to apply for Graduate Candidacy, you will see an option in your Academics drop-down list. This link will allow you to either submit an application or review a previously submitted Graduate Candidacy application.

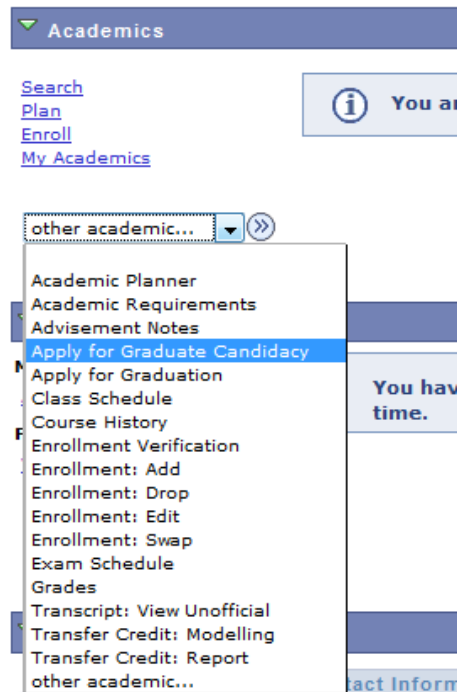



Figure 1 – Academics dropdown in Student Center

NOTE: This drop-down list displays properly in Firefox and Chrome. Text may be cut off in Internet Explorer.

After selecting this option from the drop-down list, hit the  button.

Applying

If you haven't applied for Graduate Candidacy, you will be taken to the Application screen. You may enter comments to go along with your application, if desired. Those comments will be visible by your advisor.

Enter an expected graduation date, and click the appropriate checkbox to indicate if you're completing a thesis for this degree. Then, click the Apply button to submit your application.

Please complete the application below. Enter comments to share with your advisor(s), specify the month and year you expect to graduate, and indicate if you'll be completing a thesis. Click the Apply button to submit your application.

Empl ID 000426835 Greg Graduate
Acad Prog GRVPA GRAD Visual & Perform Arts
Acad Plan GVPAART MED ART EDUCATION
Career Nbr 0
Date Applied 06/10/2013

Advisors	
Advisor's Emplid	Name
001252330	John White

(Optional) Enter any comments about your application in the space below. These comments will be visible to your advisor(s).

Expected Graduation Date - Specify a Month and Year

May August December Year

A thesis will be submitted for 6 semester hours

Apply

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Figure 2 –Application Screen in Student Center (single degree-seeking)

After hitting Apply, a message will display. Click either OK or Cancel to return to Student Center.

Message

Your application has been submitted. Please check back periodically to review your application status.

A thesis will be submitted for 6 semester hours

Figure 3 – Confirmation message in Application Screen

Reviewing

After applying, subsequent visits to the Application screen will allow you to view the latest information on your application, including comments from Advisors or staff members. A box at the top of the screen indicates the current approval status of the application. At this point, all information on this screen is read-only, so you cannot update any information on-screen.

Your application is currently under review.

Empl ID	000426835	Greg Graduate
Acad Prog	GRVPA	GRAD Visual & Perform Arts
Acad Plan	GVPAART	MED ART EDUCATION
Career Nbr	0	
Date Applied	06/10/2013	
Exp Grad Dt	12/01/2015	

Advisors	
Advisor's Emplid	Name
001252330	John White

Application Comments	
From: Greg Graduate	Date 06/10/2013
Please approve this.	

A thesis will be submitted for 6 semester hours

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Figure 4 – Application review screen in Student Center (awaiting advisor approval)

Your application is currently under review.

Empl ID 000426835 **Greg Graduate**
Acad Prog GRVPA **GRAD Visual & Perform Arts**
Acad Plan GVPAART **MED ART EDUCATION**
Career Nbr 0
Date Applied 06/11/2013
Exp Grad Dt 05/01/2015

Advisors	
Advisor's Emplid	Name
001252330	John White

Application Comments	
View All	First 1 of 1 Last
From: John H White Jr	Date: 06/11/2013
Approved	

A thesis will be submitted for 6 semester hours

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Figure 5 – Application review screen in Student Center (after being approved by Advisor)

Your application has been approved.

Empl ID 000426835 George Graduate
Acad Prog GRVPA GRAD Visual & Perform Arts
Acad Plan GVPAART MED ART EDUCATION
Career Nbr 0
Date Applied 06/11/2013
Exp Grad Dt 05/01/2015

Advisors	
Advisor's Emplid	Name
001252330	John White

Application Comments	
View All First 1 of 1 Last	
From: Carole V Wells	Date 06/11/2013
Approved.	

A thesis will be submitted for 6 semester hours

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Figure 6 – Application review screen in Student Center (after being approved by Graduate Studies)

If Your Application is Denied

If your application has been denied, you will receive notification via e-mail. You can also review the application in Student Center and re-apply. When reviewing the application, a Re-Apply button will appear on-screen. Click on it, and your screen will refresh, allowing you to fill in the application again.

Your application has been denied. If you'd like to reapply, please hit the reapply button.

Empl ID 000426835 Greg Graduate
Acad Prog GRVPA GRAD Visual & Perform Arts
Acad Plan GVPAART MED ART EDUCATION
Career Nbr 0
Date Applied 06/10/2013
Exp Grad Dt 12/01/2015

Advisors		First	1 of 1	Last
Advisor's Emplid	Name			
001252330	John White			

Application Comments		View All	First	1 of 1	Last
From:	Carole V Wells	Date	06/10/2013		
<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>					

A thesis will be submitted for 6 semester hours

[Re-Apply](#)

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Figure 7 – Review screen after Application has been Denied

If You're Pursuing Multiple Graduate Degrees

If you have other Graduate degrees that you can submit, or have submitted for candidacy, an **Other Degrees** area will appear at the bottom of your Graduate Candidacy screen, along with additional instructions (in bold) at the top of the screen. Each additional degree will be listed in this area, along with a link to **Apply** for candidacy with that degree or **Review** the application that was submitted for that degree:

Please complete the application below. Enter comments to share with your advisor(s), specify the month and year you expect to graduate, and indicate if you'll be completing a thesis. Click the Apply button to submit your application.

If you would like to apply for candidacy under another degree you're pursuing, or you would like to review an application you previously submitted for another degree, please click on the appropriate link under *Take Action* in the *Other Degrees* area below. Clicking one of those links WILL NOT submit the application currently shown.

Empl ID 000807481 Steven Student
 Acad Prog GRLAS GRAD Liberal Arts & Science
 Acad Plan GLASENG MA ENGLISH
 Career Nbr 1
 Date Applied 06/11/2013

Advisors First 1 of 1	
Advisor's Emplid	Name
001250298	John Ronan

(Optional) Enter any comments about your application in the space below. These comments will be visible to your advisor(s).

Expected Graduation Date - Specify a Month and Year

May
 August
 December
 Year

A thesis will be submitted for 6 semester hours

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Other Degrees 1 of 1			
Academic Plan	Description	Application Status	Take Action
GCOESEUCI	MED SEU/CURR & INSTR	Must Apply	Apply

Figure 8 –Application Screen in Student Center (multi-degree-seeking; no applications on file)

Please complete the application below. Enter comments to share with your advisor(s), specify the month and year you expect to graduate, and indicate if you'll be completing a thesis. Click the Apply button to submit your application.

If you would like to apply for candidacy under another degree you're pursuing, or you would like to review an application you previously submitted for another degree, please click on the appropriate link under *Take Action* in the *Other Degrees* area below. Clicking one of those links WILL NOT submit the application currently shown.

Empl ID 000249788 Stephen Student
 Acad Prog GRCOE GRAD Education
 Acad Plan GCOEITD MED IT/DIGITL CLASS TECH
 Career Nbr 0
 Date Applied 06/11/2013

Advisors	
Advisor's Emplid	Name
001252457	Michelle Sims

(Optional) Enter any comments about your application in the space below. These comments will be visible to your advisor(s).

Expected Graduation Date - Specify a Month and Year

May
 August
 December
 Year

A thesis will be submitted for 6 semester hours

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Other Degrees			
Academic Plan	Description	Application Status	Take Action
GCOESEUCI	MED SEU/CURR & INSTR	Applied	Review

Figure 9 –Application Screen in Student Center (multi-degree-seeking; 1 application on file)

Your application is currently under review.

If you would like to apply for candidacy under another degree you're pursuing, or you would like to review an application you previously submitted for another degree, please click on the appropriate link under *Take Action* in the *Other Degrees* area below. Clicking one of those links WILL NOT submit the application currently shown.

Empl ID 000249788 Stephen Student
Acad Prog GRCOE GRAD Education
Acad Plan GCOESEUCI MED SEU/CURR & INSTR
Career Nbr 0

Date Applied 06/05/2013

Exp Grad Dt 08/01/2015

Advisors		First	1 of 1	Last
Advisor's Emplid	Name			
000235844	Kathleen Dolgos			

Application Comments		View All	First	1 of 1	Last
From: Stephen Student	Date: 06/05/2013				
<input type="text" value="first app"/>					

A thesis will be submitted for 6 semester hours

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Other Degrees				1 of 1
Academic Plan	Description	Application Status	Take Action	
GCOEITD	MED IT/DIGITL CLASS TECH	Must Apply	Apply	

Figure 10 –Review Screen in Student Center (multi-degree-seeking)