**Definition of Student Levels and Advancement to Candidacy:**

Level I  - Students who have completed fewer than 45 graduate credits (including approved transfer credits) or who have not passed the First Exam. Out-of-state and international students are billed at the per credit rate for all credits/WIUs/Audits.

Level II – From the semester following the completion of 45 credits (including approved transfer credits) and passing of the Frist Exam, to Advancement to Candidacy. *No paperwork or forms are required to go from Level I to Level II. This is automatically processed by the Registrar’s Office.*

Level III – From the semester following Advancement to Candidacy. Level III students register for 90000 with their Thesis Sponsor. This will make you full time. Level III students registering for courses other than 90000 will be charged per credit. Level III students will not be charged for courses that are Audited.

Advancement to Candidacy (Advancement to Level III):

Before a student can be certified as a candidate for a doctoral degree (advancement to Level III of the process of earning the doctoral degree), you must have completed the following requirements:

·        All required course work with at least an overall B average

·        Any language requirements (Psychology does not have language requirements)

·        The First and Second  Examinations

·        The Dissertation Topic Proposal and Dissertation Committee Selection Form (required by Psychology) – on this form you list your committee members, working title of the dissertation, and a summary of your proposed research. This form precedes completion of the Dissertation Proposal. Everything on this form is allowed to change up until the day of your defense.

The Registrar sends all students Advanced to Level III a “Dissertation Proposal Clearance: Human Participants” form. Students are required to submit the completed form to the Office of Research and Sponsored Programs after their committee approves the dissertation topic and methodology before research begins. If human participants are not involved, students submit the completed “Dissertation Proposal Clearance: Human Participants” form with the dissertation project abstract and methodology. If human participants are involved, students must also complete an IRB.

More info at: [http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Funding/Human-Subjects-IRB](https://mail.hunter.cuny.edu/owa/redir.aspx?C=I3ghbjkkskiOp5awq8gsgL03a-KY7NAI46kd8jx5KFI89bGmi6R52tFA7ixanb76HDBb6nPknCA.&URL=http%3a%2f%2fwww.gc.cuny.edu%2fAbout-the-GC%2fResource-Services%2fresearch-Funding%2fHuman-Subjects-IRB)

Master of Philosophy (M.Phil.):

The Graduate Center awards the Master of Philosophy degree (M.Phil.) to doctoral students (with the exception of those enrolled in the Musical Arts or clinical doctoral programs) who are Advanced to Candidacy. Students will receive, along with the notice of advancement, an application-for-degree form for the Master of Philosophy degree from the Office of the Registrar. If the form is not received, it is the responsibility of the student to obtain the form from the Registrar’s Office. The date of filing for the degree determines the date upon which the degree will be conferred.

Advancing to Candidacy and to Level III is a **Student Initiated Process.**

This means it is **your** responsibility:

* to read the attached instructions carefully
* to make sure you have met all of the requirements
* to complete and submit the required forms on a timely basis

Advancing to Candidacy and to Level III are two very significant milestones.

* First, your tuition bill decreases significantly.
* Second, your status becomes ‘ABD’ – the finish line is getting closer.
* Third, you receive an M.Phil. – just because.

Currently, the deadline date to Change Levels for the Spring 2014 semester is February 14, 2014.

Please do not wait to the last minute to submit your paperwork. I will need time to check your paperwork and to get signature approvals to process your completed paperwork through the GC administration.

Please take the time to read through the whole “Advance to Candidacy-Level III Instructions” document.

I have tried to anticipate your questions in the details of the instructions.

I am happy to answer any questions not addressed in the instructions or, if something is unclear in the document.