

UNDERGRADUATE APPLICATION FOR CANDIDACY INSTRUCTIONS

The Application for Candidacy (AC) is the official form required for graduation. Students must have their advisor's signature on the form before they hand it in. It is a good idea for students to double check their degree requirements with their major advisors. Students may request a copy of their study plan by emailing Nancy Cruz at ncruz1@stevens.edu and she will mail a copy to their campus mailbox.

For the **TERM** column, indicate what year and semester course was taken or will be taken.

Please use the following codes to indicate **TERM**

F - Fall session

W - Intersession (Winter break b/t Fall and Spring semesters)

S - Spring session

A - Summer Session I

B - Summer Session II

Indicate what year course was or will be taken

Ex.) "98F" = 1998 Fall Session

"00A" = 2000 Summer Session I

For the **GRADE** column, use the following options if traditional letters grades are **not** applicable:

IP - In Progress--course is being currently taken

AP - Advanced Placement credit was issued for the course

TR - Course was transferred from a previous institution (you do not have to include grade or term for transferred courses).

On the "**ADDITIONAL COURSES**" column on page two please list any courses you took that are NOT being used towards your undergraduate degree. This can be deferred graduate courses or extra courses.

DEGREE AUDIT PRINTOUT TERMINOLOGY

This is a list of terms that may appear on your degree audit on Web for Students.

WAIVED -- This term indicates that the student received course credit based on satisfactory performance on either Advanced Placement or International Exams.

TRANSFER FROM # -- This term indicates that the course was fulfilled at a previous institution. The name of this institution can be viewed on the first page of the printout under the heading "Summary of Credit towards Graduation".

After you have filled in all the blanks on the AC form, be sure to sign the bottom of the form and to get your advisor's approval and signature. When all these steps have been completed, return the AC form to the Student Service Center.