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 registrar@stevens.edu.

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 between 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” area on page two please list any courses you took that are NOT being used towards your undergraduate degree or minor. This can be deferred graduate courses (GD) or extra courses (XT).

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 Office of the Registrar.