Advancing to Candidacy (Moving from Level II to Level III)

1. **Student checks to see if prerequisites for the dissertation are met**
   - Completed all course work w/ an overall B average. Please refer to your training area's handbook as some may have specific grade requirements for certain courses.
   - Must have completed the required amount of credits specified by his/hers/their training area.
   - All grades must be posted to student's transcript (no open grades- this means no INC grades)
   - First and Second Doctoral Exams are posted to the student's transcript

2. **Submit the completed Topic and Committee Selection Form to bkasinitz@gc.cuny.edu**
   - This form requires committee chair's approval
   - Electronic signatures and/or email approvals accepted
   - Submitting this form initiates the process of advancing to candidacy.

3. **Basya Kasinitz will send you an Advancement to Candidacy form after you submit a completed Topic and Committee Selection Form.**
   - Student fills out the form and send back to Basya at bkasinitz@gc.cuny.edu

4. **Basya sends your completed advancement to candidacy form to the EO (Richard Bodnar) for approval.**
   - On the advancement to candidacy form, you will see a place for the EO to sign. Basya will get the EO's signature-leave blank

5. **Once the EO signs, Basya sends your approved forms to the registrar.**

6. **The registrar advances you to candidacy. You are now Level III - YAY!**
   - You should see this noted in CUNY First in a few days

**Helpful course/ credits requirements checklist:**
- Stats I
- Stats II
- Ethics course
- Any other courses required by your training area. If you are unclear about requirements consult your advisor and/or your training area head. Also, all training areas have a section on the GC website.
- Do I have enough credits to meet my training area’s requirement? See table below- numbers taken from each training area’s website.

<table>
<thead>
<tr>
<th>Training Area</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASP</td>
<td>60</td>
</tr>
<tr>
<td>Clinical @JJ</td>
<td>90</td>
</tr>
<tr>
<td>Clinical @ Queens</td>
<td>91</td>
</tr>
<tr>
<td>CCP</td>
<td>60</td>
</tr>
<tr>
<td>CS/PEP</td>
<td>60</td>
</tr>
<tr>
<td>DevPsych</td>
<td>60</td>
</tr>
<tr>
<td>HPCS</td>
<td>72</td>
</tr>
<tr>
<td>I/O</td>
<td>60</td>
</tr>
<tr>
<td>Psych &amp;Law</td>
<td>60</td>
</tr>
</tbody>
</table>

**Dissertation Proposal:**

Students will also need to submit their approved dissertation proposal (approval form here) to bkasinitz@gc.cuny.edu. The timelines for when you complete and submit your approved dissertation proposal is specific to each training area. Please check with your advisor and/or training area head.

This means you can (depending on your training area) move to level III before or after submitting an approved proposal.

Please note: The process of moving to from Level II to III is not immediate. As you can see, it takes multiple steps and involves many parties. If you are trying to make a level change deadline, we will do our best to expedite the process, but please DO NOT LEAVE THINGS TO THE LAST MINUTE.

Please allow at least 3 business days for processing.