



# WAYNE STATE UNIVERSITY

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## Master's Candidacy Holds

Degree candidacy is a requirement for graduation, according to graduate policy. Master's applicants must file a Plan of Work and attain candidacy by the time they accrue 12 credits, or a Candidacy Hold is placed systemically on the students' registrations. Unfortunately, the system that places these holds has not functioned for the last several years, and during this time, practices have varied greatly among the schools and colleges in advancing Master's students to candidacy.

The Master's Candidacy Holds system will be activated, and the first Holds notices will be emailed to students in the Fall to take effect for Winter 2007 registration. To prevent placement of a sizeable number of holds, departments and schools/colleges need to work together to assure that students complete Plans of Work, that the Plans are processed appropriately, and that students are advanced to candidacy in a timely way.

### Candidacy Procedures

1. The student and advisor develop a Plan of Work that meets degree requirements.
2. The Plan is submitted to the School/College Graduate Office for approval.
3. The Graduate Office submits the student's name to the Records Office for advancement to candidacy.
4. The Records Office changes the student's classification from "Applicant Master's" to "Candidate Master's."

**Departments:** Establish whether students have completed a Plan of Work. Use STARS Reports to monitor whether students have been advanced to candidacy:

1. Use Report #1: "Students in Specified Programs, Colleges, Degrees or Majors."
2. Select #a: "Enrolled in a Program, Major or Degree."
3. Enter the term, department code, major code and degree code.
4. The List of Enrolled Students will display, showing both the applicant/candidate classification and the number of credits the student has accumulated.

**Schools/Colleges:** When Plans of Work are approved, notify the Records Office to advance students to Master's candidacy. Email to Records the list of students (with ID numbers) who should be advanced to candidacy: [recordsmaintenance@wayne.edu](mailto:recordsmaintenance@wayne.edu).

The Plan of Work is a mentoring and retention tool. It serves as an advising mechanism early in the student's program, forms the basis for future advising and is used at graduation time to certify that the student has met degree requirements.