⊟ Other – Advancement to Candidacy
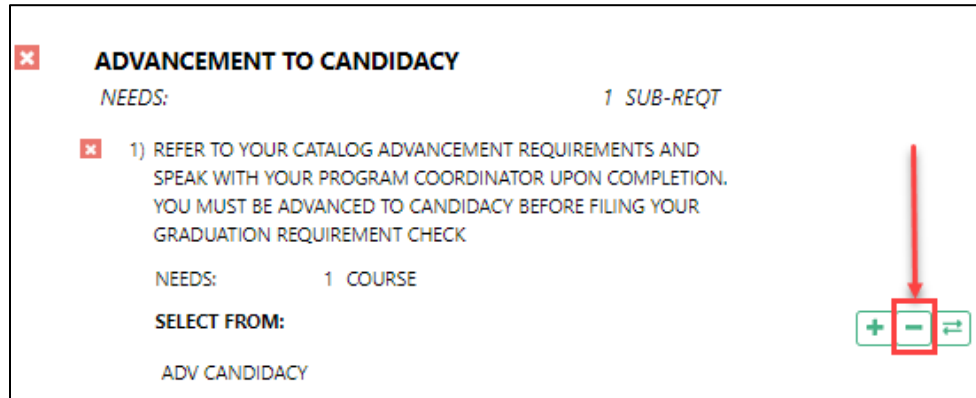
Once a student has met all requirements for advancement to candidacy, the coordinator will submit an exception to show this has been completed, making the student eligible to file a Graduate Requirement Check.

In the Advancement to Candidacy requirement, choose the "Other" ⊟ exception.

- o **1. Identify Course –**
  - ▪ Click the ❌ button next to ADV CANDIDACY – the 'course' will move to the 'Course Identified' section.
  - ▪ Click the green **Next** button or the **2.Verify & Save** tab.
- o **2. Verify & Save –** Required - Add Audit Note and Justification. Starting text has been pre-populated in the Audit Note.

  Audit Note: **COMPLETED mm/dd/yy** *or* **ADVANCED mm/dd/yy**

  Justification: Reason for exception.