Graduate students who are eligible for master’s or doctoral degree candidacy must complete and sign the degree candidacy form, then submit it to their graduate program directors for approval and processing. DocuSign is being used to complete, sign, and send the form to all required signers.

The individual initiating the Degree Candidacy form can either be a student or departmental faculty/staff. The initiator will need to enter the following information:

**Step 1: Regardless of who is initiating the form, the following information is required:**

- Name/email of student seeking candidacy
- Name/email address of student’s advisor
- Name/email address of student’s Graduate Program Director
- Name/email address of student’s School’s Dean/Desigee

Contact your program if you are unsure of who is required to sign your Degree Candidacy Form.
Step 2: Fill in the information that you gathered in Step 1.
Make sure to enter all of the required information. Click “Begin Signing” to continue.

Step 3: Please read and agree to the Electronic Record and Signature Disclosure and click “Continue”:

Please Review & Act on These Documents

Degree Candidacy - Graduate students who are eligible for master's or doctoral degree candidacy must complete and sign the form, then submit it to their graduate program directors for approval and processing. You are required to sign form to approve for

Please read the Electronic Record and Signature Disclosure. □ I agree to use electronic records and signatures.
Step 4: Fill in the highlighted fields on the Degree Candidacy form. Click “Finish” when you are done. Your form will be automatically routed to the next signer for approval until it reaches the Graduate School for processing. If you have any questions or problems using this form, please contact gradschool@vcu.edu.