

Good afternoon,

For Spring graduation, the Candidacy Form is due to the Graduate School by **February 3, 2022**.

You will need to complete your Candidacy form by **Friday, January 27, 2022**, so that faculty have plenty of time to review and sign the forms before they are due on February 3<sup>rd</sup>.

Below is the information you will need to correctly complete your candidacy form:

- 1) Do you have a transfer credit from another institution?

Answer Yes or No

If transfer credit has already been posted to your U of M record, complete an [Approved Transfer Credit Form](#) with the candidacy form and submit to the Graduate School.

If you have transfer credit from another graduate institution that has NOT been posted to your U of M record, complete an [Evaluation of Transfer Credit Form](#) with candidacy form and submit to the Graduate School. You will note that it must be signed by your MPH advisor and Dr. Nolan.

**\*\*** If you are a dual degree student from either SCO or UTHSC (e.g., OD/MPH or PharmD/MPH), please note that you must include your Evaluation of Transfer Credit form along with your Graduation Candidacy Form and your official transcript must be on file with the graduate school. The Evaluation of Transfer Credit documents the shared credits from your other degree program that will be used as electives in the MPH Program. Be sure to list the courses that are being transferred on the Graduation Candidacy Form.

- 2) Have you applied to graduate in your myMemphis Portal?

Answer Yes or No

- 3) Which Graduate Catalog was used to satisfy degree requirements? The graduate catalog used to satisfy degree requirements is the catalog from the year you started the program e.g., if you started in Fall 2021, the graduate catalog is the UofM 2021-2022 Graduate Catalog.
- 4) What semester and year do you wish to graduate?  
Select from the dropdown box
- 5) Please make sure the contact information is correct since your diploma will be sent to the address provided here.  
Name  
Banner ID  
Address  
City  
State  
Zip  
Email Address  
Home Phone  
Work Phone

**Program Information:**

- 6) **Degree** using the dropdown box you will select your degree:
  - a. Example if you are MPH student you will select Master Public Health, if you are a MHA student you will select Master of Health Administration
- 7) **Major** using the dropdown box you will select your Major:  
Example:  
if you are an MPH student you will select Public Health  
if you are an MHA student you will select Health Administration
- 8) **Concentration** using the dropdown box you will select your one concentration:  
Example:  
MPH – Biostatistics, Epidemiology, Urban Health, Social and Behavioral Sciences  
MHA – Health Administration

**Secondary concentration:** If you, have a secondary concentration you will need to select your concentration.

- 9) **Thesis Title:** Only if you defended a Thesis will you complete this area with the Title of your Thesis  
**Thesis Hours:** 3 hours  
**Major Professor:** This will be your advisor your worked with for your Thesis
- 10) **Complete List of Courses Required in Degree Program:** You will add each course for the degree. If you are currently taking courses for which you do not yet have a grade, list "IP" in the grade section to denote that the courses are in progress.

Students pursuing two degrees at UofM: Indicate courses shared between programs with an asterisk (\*) at the end of the course title.

- 11) **Total Number of hours required in a degree program?**  
MPH - 42  
MHA - 53  
MS - 36  
PhD - 54
- 12) **When listing the degree(s)** you will have earned by the time you graduate from the University of Memphis, only list degrees you have received prior to this degree.

**Degree Program Approvals:**

- 13) **Major Advisor:** You will need to enter the Last Name of your advisor and search for your advisor
- Select the Graduate Studies Coordinators of your program from the drop down
  - Select College Director of Graduate Students: Marian Levy

Please contact your advisor or program coordinator if you have any questions or concerns.