

Student check list for ADVANCEMENT TO CANDIDACY MEETING

In order to be eligible to advance to candidacy, you must have:

- Fully classified graduate status (if you are conditionally classified, you must complete and turn in an *Application for Classification* to the Graduate Secretary
- Passed the Writing Proficiency Exam (WPE)
- Completed a minimum of 12 units of coursework toward the Master's degree
- A GPA of 3.0 or better
- Conducted preliminary studies for your thesis research

CHECKLIST

- _____ 1. *Request for Scheduling the Advancement to Candidacy Meeting* form
 - _____ Form correctly and completely filled out
 - _____ Recommended meeting dates/times approved by all Supervisory Committee members
 - _____ Signed by your Major Professor
 - _____ Submitted to Graduate Secretary at least 3 weeks prior to anticipated advancement

- _____ 2. *Application for Advancement to Candidacy* form
 - _____ Form correctly and completely filled out
 - _____ NOTE: Refer to the sample form available on the Graduate Program website
 - _____ Approved by your Supervisory Committee
 - _____ Signed by your Major Professor
 - _____ Signed copy distributed to all members of your Supervisory Committee
 - _____ Submitted to the Graduate Secretary at least 1 week prior to advancement meeting

- _____ 3. *Abstract of the Proposed Thesis Research* form
 - _____ Form correctly and completely filled out
 - _____ Meets the guidelines set forth in the Graduate Program Handbook
 - _____ Approved by your Supervisory Committee
 - _____ Copy distributed to all members of your Supervisory Committee
 - _____ Submitted to the Graduate Secretary at least 1 week prior to advancement meeting

- _____ 4. Thesis Research Proposal
 - _____ Meets the guidelines set forth in the Graduate Program Handbook
 - _____ Approved by your Supervisory Committee
 - _____ Copy distributed to all members of your Supervisory Committee
 - _____ Submitted to the Graduate Secretary at least 1 week prior to advancement meeting