

# GUIDELINES FOR COMPLETING PPA ADVANCEMENT TO CANDIDACY FORM

These guidelines must be followed in completing the **Advancement to Candidacy** form. This form lists the specific requirements to be completed before a Master of Public Policy and Administration degree can be awarded. When the Advancement form is accepted and approved by the Department Chair and Dean, Office of Graduate Studies, a student is officially advanced to degree candidacy.

1. Name. Be consistent. Submit a **Data Change** form for name changes – keep our records current.
2. Enter your student identification number (Sac State ID).
3. Address. Alert Department and Graduate Center staff of address changes. Keep your address current. You could miss important notices or your diploma may be mailed to an old address.
4. Phone/e-mail. We may need to contact you with questions about your record.
5. Catalog. Enter catalog years used in listing courses completed (i.e. 2002-2004). All required courses listed in the catalog must be accounted for on the Advancement form. If a course substitution is made, it should be noted on the Advancement form. Any changes made after the Advancement to Candidacy form is approved by the Associate Dean, Office of Graduate Studies must be submitted for approval on a **Petition for Exception**.
6. Check if WPE has been completed. The Writing Proficiency requirement must be satisfied according to University policy before a student may advance to candidacy.
7. Indicate if you are required to take the internship course (PPA 295) or if you have been exempted from that requirement (an exemption request must be made on the department form and approved by the department chair).
8. Record the Core courses as listed in the catalog year you are using. Any substitutions to the Core courses must be noted.
9. List the elective courses you will be completing. Include units.
10. List the culminating requirement (i.e., PPA 500) course you will be completing.
11. Sign and date the form.
12. Include your advisor's signature.
13. The Department Chair's signature is required. Submit to the Department to obtain the Chair's signature. The Department will forward the signed form to the Office of Graduate Studies. The Department office is located in Tahoe Hall, room 3038.

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