

# GUIDELINES FOR COMPLETING ADVANCEMENT TO CANDIDACY FORM MASTER OF PUBLIC POLICY AND ADMINISTRATION

These guidelines must be followed in completing the **Advancement to Candidacy** form. This form lists the specific requirements (i.e., courses, exams, thesis/project) to be completed before a Master's degree can be awarded. When the Advancement form is accepted and approved by the Graduate Dean, a student is officially advanced to degree candidacy. The student must submit three (3) copies (one original & two copies) of the signed form to the Office of Graduate Studies for processing

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 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., 2008 - 10 catalog). 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 with an asterisk (\*) on the Advancement form. After the Advancement to Candidacy form has been approved by the Graduate Dean all changes must be submitted for approval on a Petition for Exception.
6. **Check if Graduate Writing Requirements have been completed** - The writing proficiency requirement must be satisfied according to University policy before a student may advance to candidacy. Effective Fall 1996, students admitted to the University may not use CBEST or the English Diagnostic Test as a waiver for the Writing Proficiency Requirement.
7. **Exempted from PPA 295** - If yes, please attach a copy of your approved internship waiver form (available from [www.csus.edu/ppa](http://www.csus.edu/ppa)).
8. **List advisor and committee members** - Please print first and last names. Members who are non-tenured or tenure track faculty must receive approval from the Graduate Dean to serve on the Master's Committee.
9. **List the core courses as listed in the catalog year you are using** - Any substitutions to the core courses must be noted, and a rationale provided on a separate sheet.
10. **List the courses taken for the area of study, electives, or concentration** - If more space is needed to list courses, a **Page 2 form** is available at the Office of Graduate Studies, some Department Offices or at [www.csus.edu/gradstudies](http://www.csus.edu/gradstudies) (must submit three (3) copies of the form with signatures).
11. **List the Culminating Experience you will be completing** - Include number of units to be taken.
12. **Sign and Date the form**
13. **Advisor's signature**
14. **The Graduate Coordinator's (faculty member) signature is required**



**Office of Graduate Studies**

**Application for Advancement to Candidacy**  
**Master of Public Policy and Administration Degree**

1. Name: \_\_\_\_\_ 2. SID: \_\_\_\_\_  
Last First MI

3. Address: \_\_\_\_\_  
Number & Street City State & Zip

4. Phone: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_  
 Email: \_\_\_\_\_

5. Catalog: \_\_\_\_\_

6. Writing Requirement Met?  Yes  No    7. Exempted from PPA 295?  Yes  No

8. Advisor: \_\_\_\_\_ **(please print)**  
 Committee Members: \_\_\_\_\_

**Deadlines: October 1 - Advance for next spring term**  
**February 1 - Advance for next fall term**

9. List **Core** courses needed for Master's program only

**Submit three (3) signed copies (one original and two copies)**

Subject	Course Number	Title of Course	Instructor	Semester	Units	Grades**
PPA	200	Introduction to Public Policy and Administration			3	
PPA	205	Research in Public Policy and Administration			3	
PPA	207	Quantitative Methods in Public Policy and Adm.			3	
PPA	210	Political Environment of Policy Making			3	
PPA	220A	Applied Economic Analysis I			3	
PPA	220B	Applied Economic Analysis II			3	
PPA	230	Public Budgeting and Finance			3	
PPA	240A	Public Management and Administration I			3	
PPA	240B	Public Management and Administration II			3	
PPA	295	Internship in Public Policy and Administration*				

\*Cross out if exempt and attach copy of form

11. List **Elective** courses (former Capital Fellows may list fellowship seminar and lecture courses)


12. List **Culminating Experience**

PPA	500	Culminating Experience			3	
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\*\*Leave grade(s) blank if in progress  
Date: \_\_\_\_\_

13. Applicant's Signature: \_\_\_\_\_

14. \_\_\_\_\_ 15. \_\_\_\_\_  
Faculty Advisor Signature Date Graduate Coordinator Signature (required) Date

BA/BS Verification: \_\_\_\_\_ WPG: \_\_\_\_\_ GPA: \_\_\_\_\_ Approved Date: \_\_\_\_\_

Units Completed: \_\_\_\_\_ 200-level units completed: \_\_\_\_\_

7-year Deadline: \_\_\_\_\_ Dean, Office of Graduate Studies: \_\_\_\_\_