

# GUIDELINES FOR COMPLETING ADVANCEMENT TO CANDIDACY FORM MASTER'S DEGREE

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. **Major** (i.e., Business, English, Psychology, Counseling, Social Work)
6. **Concentration** (i.e., Finance, Creative Writing) - Do not list areas of study such as Software Engineering for Computer Science.
7. **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**.
8. **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.
9. **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.

**The following applies to #10 – #12: At the Master's level, no grade below a "B" (3.0 grade points per unit) may be counted toward the degree unless expressly permitted by a campus-approved graduate programs' written policies.**

10. **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.
11. **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).
12. **List the Culminating Experience you will be completing (e.g. Govt. 500)** - Include number of units to be taken.
13. **Sign and Date the form**
14. **Advisor's signature** - *[For Special Majors: The two committee members should sign on this line.]*
15. **The Graduate Coordinator's (faculty member) signature is required**, except in the case of a Special Major. **[Special Major** - Applicants should obtain the signatures of their Committee Members on line 14. The Graduate Dean serves as the Graduate Coordinator for Special Major students]

**NOTE:** ATC cancelled if discontinued and / or not maintained Continuous Enrollment (after initial enrollment of Culminating Experience)



Office of Graduate Studies

Application for Advancement to Candidacy
Master's Degree

Deadlines: October 1 (Advance for Spring term) / February 1 (Advance for Fall term)

Submit three (3) signed copies (one original and two copies) and keep a copy for your records

1. Name: Last First MI 2. SID:

3. Address Number & Street City State & Zip

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

5. Major: 6. Concentration

7. Catalog: 8. Writing Requirement Met? Yes No

9. Advisor: (please print) Committee Members:

10. List CORE courses needed for Master's program only

Table with 8 columns: Subject, Course Number, Title of Course, School, Instructor, Semester, Units, Grade\*

11. List courses for Concentration and / or Electives (use page 2, if necessary):

Table with 8 columns: Subject, Course Number, Title of Course, School, Instructor, Semester, Units, Grade\*

12. List Culminating Experience (once selected, it may not be changed without a Petition for Exception) \* :

Check One: Thesis Project Exam\*\*

13 Applicant's Signature: Date:

14 Faculty Advisor Signature Date 15 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: 2013/5

\* Leave grade blank, if in progress. \*\* Once taken exam, may not switch to Thesis / Project option

