



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: _____ 2. SID: _____
Last First MI

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: _____ 8A. Check One: Waiver WPG GWI

Committee Members: _____

10. List CORE courses needed for Master's program **only** (Please Print)

Subject	Course Number	Title of Course	School	Instructor	Semester	Units	Grade*

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

12 Check One: Thesis Project Exam**

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

13 Applicant's Signature: _____ Date: _____

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: _____ 2015/7

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

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Continue #11 - List courses for concentration and / or electives

Subject	Course Number	Course Title	Instructor	Semester	Units	Grade*

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 on My Sac State. 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 (EDT)** 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 on the Office of Graduate Studies website www.csus.edu/gradstudies. Please submit three (3) copies of the form with signatures.
12. Check the appropriate box (i.e. Thesis, Project or Exam) and **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]

Due Dates - In order to enroll into Culminating Experience, this form will need to be returned to the **Office of Graduate Studies** (Riverfront Center, Room 215) by:

October 1 for Spring enrollment / **February 1** for Fall enrollment

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