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.

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 rational 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 (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** - *A*pplicants should obtain the signatures of their Committee Members on line 14. The Graduate Dean serves as the Graduate Coordinator for Special Major students]

Office of Graduate Studies

Application for Advancement to Candidacy Master's Degree

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**

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

Subject	Course Number	Title of Course	Instructor	Semester	Units	Grade*

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

12. * List Culminating Experience - check one: ☐ Thesis ☐ Project ☐ Exam

* Leave blank if in progress

13 Applicant's Signature: _____ Date: _____

14 _____ 15 _____
   Faculty Advisor Signature   Date   Graduate Coordinator Signature (required)   Date

BA / BS Verification _____ WPE _____ GPA _____ Approved Date: _____

Units Completed: _____ 200-level units completed: _____

7-year Deadline: _____ Dean, Office of Graduate Studies: _____

Application for Advancement to Candidacy for Master's Degree

Continue #11 - List courses for Concentration and / or Electives

Subject	Course Number	Course Title	Instructor	Semester	Units	Grade *

* Leave balnk if in progress