



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: Education 6. Concentration Higher Education Leadership

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

9. Advisor: Dr. Jose Chavez / Dr. Geni Cowan 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*
EDLP	221	Foundations of Higher Education Leadership	CSUS			3	
EDLP	222	Diversity and Equity in Higher Education Leadership	CSUS			3	
EDLP	227	Leading Student Success	CSUS			3	
EDLP	228	Innovation Leadership: Budget/Finance and HR	CSUS			3	
EDLP	250	Educational Research	CSUS			3	
EDLP	224	Program Development and Evaluation	CSUS			3	
EDLP	230	MA Thesis/Project Seminar	CSUS			3	
EDLP	226	Meeting the Leadership Challenge	CSUS			3	
EDLP	225	Ethical Decision Making	CSUS			3	

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) * :

EDLP	500A	MA Thesis/Project				3	

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

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 (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)