

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).
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 (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: _____