

GUIDELINES FOR COMPLETING ADVANCEMENT TO CANDIDACY FORM MASTER OF SCIENCE IN URBAN LAND DEVELOPMENT

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. **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.
8. **Foundation courses completed with a GPA of 3.0 or better** – The foundation courses are: Econ 204 Business Economics or equivalent (Econ 1A/1B), MBA 207 Finance or equivalent (FIN 101, formerly MGMT 207), MBA 206 Managerial Statistical Analysis or equivalent (DS 101, formerly MIS 206), and RELU 140 Real Estate Development or equivalent (formerly OBE 140).
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** - Select MBA 500 or PPA 500. If MBA 500, choose Thesis A or Project B.
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 Science in Urban Land Development

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. Advisor: _____ (please print)
 Committee Members: _____

8. Foundation Courses completed with a GPA of 3.0 or better? Yes No

9. List **Core** courses needed for Master's program only

Deadlines: October 1 - Advance for next spring term
February 1 - Advance for next fall term

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

Subject	Course Number	Title of Course	Instructor	Semester	Units	Grades**
PPA	270	Real Estate Finance and Investment			3	
MBA	251	Seminar in Real Estate Development			3	
MBA	253	Quantitative Methods in Public Policy & Adm.			3	
PPA	207	Applied Economic Analysis I			3	
PPA	220A	California Land Use Policy			3	
PPA	250	Urban Problems, Economics, & Public Policy			3	

10. List **Elective** courses

Subject	Course Number	Title of Course	Instructor	Semester	Units	Grades**

11. List **Culminating Experience** (if MBA 500 choose Thesis A or Project B)

	500	Culminating Experience			3	
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**Leave grade(s) blank if in progress
 Date: _____

12. Applicant's Signature: _____

13. _____ Date _____ 14. _____ Date _____
Faculty Advisor Signature Graduate Coordinator Signature (required)

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

Units Completed: _____ 200-level units completed: _____

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