

GUIDELINES FOR COMPLETING ADVANCEMENT TO DOCTORAL CANDIDACY

These guidelines must be followed in completing the **Advancement to Doctoral 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 doctoral degree candidacy. Students must submit three (3) copies (one original and 2 photocopies) of the signed form to the Office of Graduate Studies.

1. **Name** - Be consistent. Submit a **Data Change** form for name changes – keep our records current.
2. **Sac State ID** - Enter your Student Identification number
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. **Degree Program** (e.g., EDD, DPT, Public History)
6. **Concentration** (e.g., Community College, K-12 Leadership) - Do not list areas of study
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 on the Advancement form. After the Advancement to Candidacy form is approved by the Graduate Dean all changes made must be submitted for approval on a **Petition for Exception** form.
8. **List advisor and committee members** (members who are non-tenured or tenure track faculty must receive approval from the Graduate Dean to serve on doctoral committee). Please print first and last names.
9. **List the core courses as listed in the catalog year noted in item #7.** Any substitutions to the core courses must be noted, and the rationale for the substitution noted on a separate sheet.

The following applies to #10 – #12: At the Doctoral level, no grade below a “B” (3.0 grade points per unit) may be counted toward a degree program.

10. **List the courses taken for the area of study, electives, or concentration.** If more space is needed to list courses, **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 proposed date for qualifying examination**
12. **List the Culminating Experience you will be completing** (e.g., Ed.D. 617). Include number of units to be taken.
13. **List proposed date for dissertation defense**
14. **Applicant Signature** - Applicant **MUST** sign and date form before submitting for faculty signatures
15. **Faculty Advisor signature and date**
16. **Faculty Signatures** - Graduate Coordinator / Department Chair / Program Director signature and date is **REQUIRED.**



Office of Graduate Studies

Application for Advancement to Doctoral Candidacy

Deadline: February 1 - Advance for Fall Term

Submit one (1) original and two (2) copies of the completed form. Keep a copy for your records.

1. Name: Last First MI 2. SID:

3. Address Number & Street City State & Zip

4. Phone: (Primary) (Secondary) Email:

5. Degree Program: 6. Concentration

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

9. Doctoral Committee Advisor:

10. Committee Members:

11. List CORE courses needed for Doctoral program ONLY (use page 2, if necessary)

Table with 7 columns: Subject, Course Number, Title of Course, Instructor, Semester, Units, Grade*

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

Table with 7 columns: Subject, Course Number, Title of Course, Instructor, Semester, Units, Grade*

13. List proposed date for qualifying examination [List any qualifying preparation course(s)]

Table with 7 columns: Subject, Course Number, Title of Course, Instructor, Semester, Units, Grade*

14. List Culminating Experience / Doctoral Project / Dissertation Course(s)

Table with 7 columns: Subject, Course Number, Title of Course, Instructor, Semester, Units, Grade*

15. List proposed date for dissertation / doctoral project defense:

16. Applicant's Signature: Date:

17 Faculty Advisor Signature Date 18 Graduate Coordinator Signature (required) Date

MA / MS Verification WPG GPA Approved Date:

Units Completed: 600-level units completed:

Qualifying Exam Date: Dissertation Defense Date:

5-year Deadline: Dean, Office of Graduate Studies: Mar-13

