

GUIDELINES FOR COMPLETING ADVANCEMENT TO CANDIDACY FORM

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 Coordinator and Assoc. Dean, Office of Graduate Studies, a student is officially advanced to degree candidacy.

1. Name. Be consistent. Submit a **Data Change** form for name changes – keep our records current.
2. Enter your Student Identification number (Social Security 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. Major (i.e. Education, English, Counseling, etc.)
6. Concentration (i.e. Finance, Creative Writing, MFCC). 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. 2002-04 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.
8. Any changes made after the Advancement to Candidacy form is approved by the Assoc. Dean, Office of Graduate Studies must be submitted for approval on a **Petition for Exception**.
9. Check if WPE has 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 Exam.
10. Record the Core courses as listed in the catalog year you are using. Any substitutions to the Core courses must be noted.
11. List the courses taken for the area of study, electives, or concentration. If more space is needed to list courses, obtain the **Page 2 form** available in the Office of Graduate Studies or some Department Offices. A page of lined paper using the course table format may also be used.
12. List the Culminating Experience you will be completing (i.e., Govt. 500). Include units.
13. Sign and Date the form.
14. Advisor's signature. [**For Special Major: The two committee members should sign on this line.**]
15. The Graduate Coordinator's signature is required except in the case of a **Special Major**. **Special Major** applicants should obtain the signature of their Committee Chair.

It is the student's responsibility to make a copy of this document before submitting to OGS for Action.

