

Departmental Request for Candidacy and Graduate Degree Program **MBA**

Prior to graduation you must complete and submit both a *Departmental Request for Candidacy and Graduate Degree Program* form and an *Application for Award of Master's Degree*. Your advancement to candidacy serves as a contract between the Graduate Studies Office, the MBA office, and you that by successfully completing the courses listed on the candidacy petition you will receive a master's degree from San Jose State University.

You should apply for Candidacy early, but you may not apply until you have completed all of your Prerequisite courses, BUS 210 or BUS 200W and at least nine units total (including 210 or 200W) toward your MBA. Failure to complete BUS 210 or BUS 200W and the Prerequisite courses early in your academic career may delay your graduation date, even if you complete all of the courses.

The *Departmental Request for Candidacy and Graduate Degree Program* form can be found on our website: <http://www.sjsu.edu/lucasschool/current/mba/forms/>.

Instructions:

Once you download the form, please overtype your name, ID, address, phone, email address, date you completed BUS 210 or BUS 200W, grade, previous college degree section, and input the classes you have completed, the grades you received and the semester taken in this format: FA 13 (for FALL 2013) or SP for Spring and SU for summer. Please also fill in courses you expect to take in the future (it is ok if they change). If you are not sure which classes you will be taking in the future, please put in "BUS 297D, Special Topics" and your form will be updated with course substitutions once you are in your final term. Please also fill in the semester and year that you expect to take the course for every course listed (including 290). Again, it is ok if this changes. Be sure to fill in as many courses as it takes to get to 42 units (14 classes).

The deadlines for submission of your Candidacy form to our office are as follows:

Graduation Date	Deadline for Receipt of the Candidacy Form	Deadline for Receipt of Application for Award of Master's Degree
May (Spring)	September 1	February 1
August (Summer)	February 1	June 1
December (Fall)	March 15	September 1

San Jose State University requires submission of a program of study that equals 42 units, including the completion of an English competency course (BUS 210 or BUS 200W will count for this requirement). You must list 13 courses plus BUS 290, which is in section B. Your program of study includes only your Core and Elective courses.

When you have completed the form please email it back to Sun Chou at lucas-advisor-group@sjsu.edu as an MS Word (not .pdf) attachment for processing.

You may not submit an *Application for Award of Master's Degree* until after your Candidacy form has been approved by Graduate Admissions and Program Evaluations. You will be notified by them when it is approved.