

## **Departmental Request for Candidacy and Graduate Degree Program** **MS Taxation**

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 Admissions and Program Evaluations Office, the Lucas Graduate School of Business, 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 any required prerequisite courses, BUS 223A and at least nine units total (including 223A) toward your MS Taxation degree. Failure to complete BUS 223A and any 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/mst/forms/>.

### **Instructions:**

Once you download the form, please overtype your name, ID, address, phone, email address, date you completed BUS 223A, grade, previous college degree section. In Section A, input the classes you have completed, the grades you received and the semester taken in this format: "FA 10" (for Fall 2010) or use 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, put in "BUS 297D, Special Topics" and your form will be updated with course substitutions once you are in your final term. In Section B, after "223", put in the letters "D" or "E" depending on which course you choose to take for your comprehensive course, along with the grade and/or term you took the course or anticipate taking the course. Please fill in as many courses as it takes to get to the proper number of units for your program.

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

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

When you have completed the form please email it to Catherine Dougherty ([catherine.dougherty@sjsu.edu](mailto:catherine.dougherty@sjsu.edu)) as an MS Word 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. They will notify you when it has been approved.