Petition for Advancement to Graduate Candidacy

09.2016

Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
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Student ID

Previous Name (If any)

City

State

Zip

Graduate Advisor Rick Kos, either in person or by email at richard.kos@sjsu.edu

Daytime Phone

Email Address

Degree Information

Degree Sought (e.g., MBA)

Major

Concentration, if applicable

Degree Information

Means of satisfying Graduation Writing Assessment Requirement: Course Prefix, Catalog No.

University where taken

Semester/Year GWAR Completed

Plan

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Proposed Graduate Degree Program

<table>
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<tr>
<th>Course Prefix/Catalog No. (e.g., MAS 203)</th>
<th>Total Units</th>
<th>Grade</th>
<th>Semester/Year Completed</th>
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Semester/Year Completed

Culminating Experience

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Courses Taken and those listed above for degree credit, with Grade section blank for current and future classes:

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Admission to candidacy denotes that you are on track to graduate.

Failure to submit this form on time to GAPE will result in a one-semester delay in graduation.

This is a contract between Graduate Admissions and Program Evaluations (GAPE), the MUP department, and you. It essentially says that by completing all of the courses listed on this form you will earn a masters degree from SJSU.

You can download this form from the GAPE website at sjsu.edu/gape/forms

The form is an interactive PDF document. Use Adobe Professional to complete and save this form. This software is installed on all department computers.

Bring the completed and printed form to the third class meeting of URBP-298A.

Any questions? This is a very important form, so it's okay to ask! Please contact Graduate Advisor Rick Kos, either in person or by email at richard.kos@sjsu.edu

INSTRUCTIONS FOR COMPLETING THE FORM

1. Student Information section. Use the name that SJSU has on file.
2. For “degree sought”, enter MUP on this line.
3. For “Major”, leave this line blank.
4. For “Concentration” you can list the concentration(s) you earned in the MUP program. If you do not have a concentration to list, leave this blank.
5. You must complete URBP-298A or URBP-236 to advance to candidacy. List either course you have completed. If you haven’t taken URBP-236 yet, list URBP-200.
6. Write the semester and year you completed the course entered above. For example, “Spring 2017”
7. Choose the selection for Plan B.
8. This section is for listing all of the courses you’ve taken in the MUP program that you wish to count towards the 48 units needed for graduation (with the exception of URBP-298A and URBP-298B, which are listed in Section B of the form). If you’ve taken more than 48 units, great! However, on this form you list only courses to count towards the 48-unit degree requirement. You do not need to list every course taken at SJSU, but listing all core courses is necessary.
9. For most students, listing the core MUP courses in blue below is appropriate (if in fact you completed these courses). List them in numerical order along with units, grade, and the semester/year you completed each course. You may list courses taken in other SJSU departments besides URBP. Note: if you received a grade of C-minus or lower in a course, you can't list it on this form. If it was a core class (listed below), you'll need to repeat it.
10. Transfer course: Do not list any courses that you’ve transferred from other universities – those are listed in Section C.

OPEN UNIVERSITY CLASSES: List these in Section C.

ELECTIVES: List any elective courses you have completed (or plan to take). You can leave the grade blank if you have not yet completed a course. It is okay to take a guess at future courses – you can complete a change form later to update this list.

TRANSFERS: Do not list any courses that you’ve transferred from other universities – those are listed in Section C.

Complete this section only if you took Open University courses prior to joining the MUP program, or if you transferred units from another university (make sure you submitted a “Verification of Transfer Units” form to GAPE for these classes). For Open University courses, enter “Open Univ” for the name of the university (and don’t list these same courses in Section A).

Enter the total course units from Parts A, B and C of the form, as well as the grand total on the bottommost line that says “Total” – the total should be at least 48.

Sign and date the form, then bring it to the Graduate Advisor, Richard Kos.

“Project or Thesis Advisor” section – leave this blank.

For “Department Grad Advisor”, enter “Richard Kos” on this line. Then Rick will review your form for completeness, sign it, date it, and submit it to GAPE for you.