

Petition for Advancement to Candidacy

MS Biomedical Engineering
MS Chemical Engineering
MS Materials Engineering



SJSU

CHARLES W. DAVIDSON
COLLEGE OF ENGINEERING

Completing the Candidacy Form

- Section 1: Contact Info

- Enter the contact information in the box
- Note the fields where Last Name (Family Name) and First Name (Given Name) are entered.

Print Form

Petition for Advancement to Graduate Candidacy

San José State University
Graduate Admissions & Program Evaluations (GAPE) Extended Zip 0017

Last Name
First Name, M.I.
Student ID
Previous Name, if any
Home Street Address
City, State, Zip Code
Daytime Phone
Email Address

My signature certifies the accuracy of the information provided

Student Signature
Date

The signatures below indicate approval

Project or Thesis Advisor, if required (print)
Project or Thesis Advisor, if required (signature)
Date

Department Grad Advisor (print)
Department Grad Advisor (signature)
Date

Approved Denied
GAPE Evaluator
Date

Last Name
First Name, M.I.
Student ID
Previous Name, if any
Home Street Address
City, State, Zip Code
Daytime Phone
Email Address

Grade Semester/Year Completed

Grade Semester/Year Completed

C Courses in Other Departments
Dept and Number Title Semester Units Grade Semester/Year Completed

D Transfer Courses (including Open Univ & SJSU graduate courses taken as undergraduates)
Indicate SJSU course for which transfer course is substituted, if applicable.
If transfer course is an Open University or SJSU undergraduate course (SJSU UG), indicate in space for "University"

University (fill in below)	Dept.	Course Number	Title	Semester Units	Grade	Semester/Year Completed
Substituted for:						
Substituted for:						
Substituted for:						

Total Units A: B: C: D: Total: 0

Comments

Candidacy rev 04/2011

Completing the Candidacy Form

Print Form

Petition for Advancement to Graduate Candidacy

SAN JOSÉ STATE UNIVERSITY
San José State University
Graduate Admissions & Program Evaluations
(GAPE) Extended Zip 0017

Last Name _____
First Name, M.I. _____
Student ID _____
Previous Name, if any _____
Home Street Address _____
City, State, Zip Code _____
Daytime Phone _____
Email Address _____

My signature certifies the accuracy of the information provided

Student Signature _____
Date _____

The signatures below indicate approval

Project or Thesis Advisor, if required (print) _____
Project or Thesis Advisor, if required (signature) _____
Date _____

Department Grad Advisor (print) _____
Department Grad Advisor (signature) _____
Date _____

Approved Denied

CAPE Evaluator _____
Date _____

Date	Competency in Written English (Course and Semester Completed)			
Degree	Change of Classification, if applicable (Daw Effective)			
Degree Major	Advisor should not sign form until conditions of conditional status have been met and student has become classified.			
Concentration	Previous College Degree			
Plan	Date of Degree Award (Month, Year)			

A Dept. and Number	Date			
	Degree			
	Degree Major			
	Concentration			
	Plan			

B Culminating Experience				
Department	Check box below if applicable	Total Units	Grade	Semester/Year Completed
	<input type="checkbox"/> 299 Thesis (Plan A) / Creative Work (Plan C)			
	<input type="checkbox"/> Last Completed Project Course (Plan B)			
	<input type="checkbox"/> Other Culminating Experiences (specify and/or select up to two)			

C Courses in Other Departments				
Dept. and Number	Title	Semester Units	Grade	Semester/Year Completed

D Transfer Courses (including Open Univ. & SJSU graduate courses taken as undergraduate)						
Indicate SJSU course for which transfer course is substituted, if applicable.						
If transfer course is an Open University or SJSU undergraduate course (SJSU UG), indicate in space for "University"						
University (fill in below)	Dept.	Course Number	Title	Semester Units	Grade	Semester/Year Completed
Substituted for:						
Substituted for:						
Substituted for:						
Total Units	A: <input type="checkbox"/>	B: <input type="checkbox"/>	C: <input type="checkbox"/>	D: <input type="checkbox"/>	Total: 0	

Comments _____

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• Section 2: Degree Info

- Enter today's date
- Enter Degree
 - MS
- Enter Degree Major
 - Biomedical Engineering –or–
Chemical Engineering –or–
Materials Engineering
- Enter your specialization in the Concentration field (if applicable)
- Enter your plan
 - Thesis
 - Non-Thesis (for Project)
 - Other (Not applicable for BCME)

Completing the Candidacy Form

Print Form

Petition for Advancement to Graduate Candidacy

SAN JOSÉ STATE UNIVERSITY
San José State University
Graduate Admissions & Program Evaluations
(GAPE) Extended Zip 0017

Date _____
Degree _____
Degree Major _____
Concentration _____
Plan _____

Competency in Written English (Course and Semester Completed) _____
Change of Classification, if applicable (Date Effective) _____
Advisor should not sign form until conditions of conditional status have been met and student has become classified.
Previous College Degree _____
Date of Degree Award (Month, Year) _____

Last Name _____
First Name, M.I. _____
Student ID _____
Previous Name, if any _____
Home Street Address _____
City, State, Zip Code _____
Daytime Phone _____
Email Address _____

My signature certifies the accuracy of the information provided.

Student Signature _____
Date _____

The signatures below indicate approval.

Project or Thesis Advisor, if required (print) _____
Project or Thesis Advisor, if required (signature) _____
Date _____

Department Grad Advisor (print) _____
Department Grad Advisor (signature) _____
Date _____

Approved Denied

GAPE Evaluator _____
Date _____

Competency in Written English (Course and Semester Completed) _____

Change of Classification, if applicable (Date Effective) _____

Advisor should not sign form until conditions of conditional status have been met and student has become classified.

Previous College Degree _____
Date of Degree Award (Month, Year) _____

B Culminating Experience

Department	Check box below if applicable	Total Units	Grade	Semester/Year Completed
_____	<input type="checkbox"/> 299 Thesis (Plan A) / Creative Work (Plan C)	_____	_____	_____
_____	<input type="checkbox"/> Last Completed Project Course (Plan B)	_____	_____	_____
_____	<input type="checkbox"/> Other Culminating Experiences (specify and/or select up to two)	_____	_____	_____

C Courses in Other Departments

Dept. and Number	Title	Semester Units	Grade	Semester/Year Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

D Transfer Courses (including Open Units & SJSU graduate courses taken as undergraduates)

Indicate SJSU course for which transfer course is substituted, if applicable.
If transfer course is an Open University or SJSU undergraduate course (SJSU UG), indicate in space for "University"

University (fill in below)	Dept.	Course Number	Title	Semester Units	Grade	Semester/Year Completed
Substituted for:	_____	_____	_____	_____	_____	_____
Substituted for:	_____	_____	_____	_____	_____	_____
Substituted for:	_____	_____	_____	_____	_____	_____
Total Units	A: <input type="checkbox"/>	B: <input type="checkbox"/>	C: <input type="checkbox"/>	D: <input type="checkbox"/>	Total: 0	

Comments _____

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- **Section 3: Prior Degree/Competency in Written English**
 - Competency in Written English
 - Enter course/semester and grade, e.g., Engr 200W, Spring 2014, A
 - Or, enter how the requirement was met, e.g., waived, WST, publication
 - Change of Classification (if applicable)
 - Enter the date the Classification form was submitted to your faculty advisor. (See *Additional Guidelines/Requirements* at the end for details)
 - Enter your previous degree information, e.g., BS Chemical Engineering, ABX University, Sept 2010

Completing the Candidacy Form

Print Form

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SAN JOSÉ STATE UNIVERSITY
San José State University
Graduate Admissions & Program Evaluations (GAPE) Extended Zip 0017

Date _____
Degree _____
Degree Major _____
Concentration _____
Plan _____

Competency in Written English (Course and Semester Completed) _____
Change of Classification, if applicable (Date Effective) _____
Advisor should not sign form until conditions of conditional status have been met and student has become classified.
Previous College Degree _____
Date of Degree Award (Month, Year) _____

Proposed Graduate Degree Program

A Courses Within the Department				
Dept. and Number	Title	Semester Units	Grade	Semester/Year Completed

B Culminating Experience

Department	Check box below if applicable	Total Units	Grade	Semester/Year Completed
	<input type="checkbox"/> 299 Thesis (Plan A) / Creative Work (Plan C)			
	<input type="checkbox"/> Last Completed Project Course (Plan B)			
	<input type="checkbox"/> Other Culminating Experiences (specify and/or select up to two)			

C Courses in Other Departments

Dept. and Number	Title	Semester Units	Grade	Semester/Year Completed

D Transfer Courses (including Open Univ. & SJSU graduate courses taken as undergraduate)
Indicate SJSU course for which transfer course is substituted, if applicable.
If transfer course is an Open University or SJSU undergraduate course (SJSU UG), indicate in space for "University"

University (fill in below)	Dept.	Course Number	Title	Semester Units	Grade	Semester/Year Completed
Substituted for:						
Substituted for:						
Substituted for:						

Total Units: A: B: C: D: Total: 0

Signature Section:
The signatures below indicate approval
Project or Thesis Advisor, if required (print) _____
Project or Thesis Advisor, if required (signature) _____
Date _____
Department Grad Advisor (print) _____
Department Grad Advisor (signature) _____
Date _____
Approved Denied
GAPE Evaluator _____
Date _____

Comments _____

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- **Section 4 B, Culminating experience**
 - If Plan = **Thesis** (Plan A)
 - Enter program (BME, ChE or MatE) in top box
 - Check 299 option and enter Total Units and Semester/Year to be completed
 - 298 units should be listed earlier in Section A; do not list 298 units in Section B if you are completing a thesis.
 - If Plan = **Project** (Plan B)
 - Enter program in second box
 - Check middle box option, enter 298 for Last Completed Project Course and enter Total Units and enter Semester/Year to be completed
 - If Plan = **Other** (course only)
 - BCME students are not eligible for this plan

Completing the Candidacy Form

- Section 4 C, Courses in other departments

- For each graduate course you will use for graduation that you took in another department enter:

- Dept/number, e.g., ME 267
- Title, e.g., Engineering Biomechanics
- Semester units, e.g., 3
- Grade, e.g., A or blank if not yet completed
- Semester/Year completed, or to be completed, e.g., Spring '15

- All elective courses must be pre-approved by your faculty advisor before submission of your candidacy form.

Print Form

Petition for Advancement to Graduate Candidacy

Date _____ Competency in Written English (Course and Semester Completed) _____
 Degree _____ Change of Classification, if applicable (Date Effective) _____
 Degree Major _____ Advisor should not sign form until conditions of conditional status have been met and student has become classified.
 Concentration _____ Previous College Degree _____
 Plan _____ Date of Degree Award (Month, Year) _____

Proposed Graduate Degree Program

A Courses Within the Department				
Dept. and Number	Title	Semester Units	Grade	Semester/Year Completed

My signature certifies the accuracy of the information provided

C Courses in Other Departments				
Dept. and Number	Title	Semester Units	Grade	Semester/Year Completed

(print)

Project or Thesis Advisor, if required (signature) _____
Date _____

Department Grad Advisor (print) _____
Department Grad Advisor (signature) _____
Date _____

Approved Denied

GAPE Evaluator _____
Date _____

C Courses in Other Departments				
Dept. and Number	Title	Semester Units	Grade	Semester/Year Completed

D Transfer Courses (including Open Univ & SJSU graduate courses taken as undergraduate)
Indicate SJSU course for which transfer course is substituted, if applicable.
If transfer course is an Open University or SJSU undergraduate course (SJSU UG), indicate in space for "University" (fill in below)

University (fill in below)	Dept.	Course Number	Title	Semester Units	Grade	Semester/Year Completed
Substituted for:						
Substituted for:						
Substituted for:						

Total Units A: B: C: D: Total: 0

Comments _____

Candidacy rev 04/2011

Completing the Candidacy Form, the Final Steps

[Example of ChE Candidacy Form](#)

[Example of MatE Candidacy Form](#)

- Completed sample candidacy forms are available at the links to the left
- Print the PDF form using the “Print Form” button, sign the form manually, then scan the form in a legible, clean pdf format. Submit the form via email to your [faculty advisor](#)
- Note: photos taken via cell phone will not be accepted, even if the photo is later converted to a pdf file.

Additional Guidelines/Requirements

For BCME students, submission of the Candidacy Form can be done only when the following have been completed:

- The [Graduate Writing Assessment Requirement](#) (GWAR)
- Your status is "Classified"
- Minimum 9 units of graduate coursework (200 level)
- Overall GPA higher than 3.0

In order to change your status from "Conditionally Classified" to "Classified", you must submit a ["Change of Classification"](#) form to your faculty advisor for approval, signature, and submission to GAPE BEFORE submitting a Candidacy Form. This requires completion of all Transition Courses with a grade of B or better.

All coursework listed on the Candidacy Form must be completed with a grade of C or better and the major GPA must be a 3.0 or higher. Also, your cumulative GPA must be 3.0 or higher. This includes upper-division transition courses, open university courses, courses taken in other departments, and major courses taken in excess of 30 units.

Forms must be submitted [by the deadline](#).