

Example Candidacy Form Civil and Environmental Engineering

Kurt McMullin

Graduate Coordinator – September 28, 2020

SJSU SAN JOSÉ STATE UNIVERSITY **Petition for Advancement to Graduate Candidacy** 09.2016

Student Information
 Completed form should be emailed to the appropriate GAPE evaluator (see www.sjsu.edu/ga/about_us/who), submitted to Window G in the Student Services Center, or sent through Interoffice mail to extended zip 0017.
 Last Name McMullin First Name Kurt Michael
 Student ID XXX-XX-XXXX Previous Name (if any)
 Current Address 1600 Pennsylvania Avenue City Washington State DC Zip 37188
 Daytime Phone 408-555-XXXX Email Address kurt.mcmullin@sjsu.edu

Degree Information
 Degree Sought, e.g., MBA M.S. Major Civil Engineering Concentration, if applicable
 Means of satisfying Graduation Writing Assessment Requirement: Course Prefix, Catalog No. CE248
 University where taken San Jose State University Semester/Year GWAR Completed Fall 2020 A B C

Proposed Graduate Degree Program
 A. Courses (include all SJSU courses taken and those that will be taken for degree credit; leave Grade section blank for current and future classes.)

Course Prefix/No.	Title	Semester	Units	Grade	Semester/Year Completed
CE154	Hydraulic Design	3	A		Spring 2020
CE290	Model Water Resources Engineering	3	B		Spring 2020
CE255	Sediment Transport	3	CR		Spring 2020
CE248	Forensic Engineering	3	A		Fall 2020
CE222	Transportation Engineering Planning	3	B		Fall 2020
CE134	Project Management for Construction	3	C		Fall 2020
CE212	Structural Dynamics	3			Spring 2021
CE237	Sustainable Construction	3			Spring 2021
CE252	Advanced Hydrology	3			Fall 2021
CE251	Open Channel Hydraulics	3			Fall 2021

B. Culminating Experience
 Check box if applicable and then fill out corresponding row
 299 Thesis (Plan A)/Creative Work (Plan C)
 Last completed project or comprehensive exam-preparation course (plan B)
 Other Culminating Experiences

Course Prefix/Catalog No. (e.g. MAS 203)	Total Units	Grade	Semester/Year Completed

1) Other culminating experience: Written Exam
 2) Other culminating experience

C. Transfer Courses

University	Course Prefix/No.	Title	Semester	Units	Grade	Semester/Year Completed

Units: A 30, B, C, Total 0

Required Signatures
 Student: _____ Date: 2/22/2021 For Official Use Only
 Signature (certifies accuracy of the information provided) The signatures below indicate approval.
 Project or Thesis Advisor (if required by your department): Name _____ Signature _____ Date _____
 Department Grad Advisor (Grad Coordinator): Name _____ Signature _____ Date _____
 GAPE Evaluator: Approved Denied Name _____ Date _____

Form must be typed.
 Be very careful about typos/errors.

Example Candidacy Form Student is doing Plan B Student plans to take Comprehensive Exam

Almost all graduate students in the program fall into this type of Candidacy Form. For Plan A (thesis) students, small modifications are required:

- List nine courses for Part A (including CE298).
- Part B will be option 1, the 299 report.

Include the following in routing envelope:

- Student's unofficial SJSU transcript.
- Copy of original letter of admission to graduate program.
- If student was Conditionally Accepted, then copy of Change of Classification.

Students cannot apply for Candidacy if they are still listed as being Conditionally Classified.
 If student has not completed GWAR course, they can apply for Candidacy during the semester they are taking the course. GAPE will hold the form until the course is successfully completed.

Example Candidacy Form
Student is doing Plan B
Student plans to take Comprehensive Exam

Student Contact Information

SJSU SAN JOSE STATE UNIVERSITY **Petition for Advancement to Graduate Candidacy** 09.2016

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Student Information

Last Name McMullin First Name Kurt Michael
Student ID XXX-XX-XXXX Previous Name (if any) _____
Current Address 1600 Pennsylvania Avenue City Washington State DC Zip 37188
Daytime Phone 408-555-XXXX Email Address kurt.mcmullin@sjsu.edu

Degree Information

Degree Sought, e.g., MBA M.S. Major Civil Engineering Concentration, if applicable _____
Means of satisfying Graduation Writing Assessment Requirement: Course Prefix, Catalog No. CE248
University where taken San Jose State University Semester/Year GVAR Completed Fall 2020 A B C

Degree

CEE does not have Concentrations – leave this blank

Example Candidacy Form
Student is doing Plan B
Student plans to take Comprehensive Exam

Student Contact Information

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Degree Information
Degree Sought, e.g., MBA M.S. Major Civil Engineering Concentration, if applicable _____
Means of satisfying Graduation Writing Assessment Requirement: Course Prefix, Catalog No. CE248
University where taken San Jose State University Semester/Year GWAR Completed Fall 2020 A B C

How did student meet GWAR?

Plan B is with no thesis
Plan A would be for a student who completes thesis

Example Candidacy Form
 Student is doing Plan B
 Student plans to take Comprehensive Exam

List course number, title and credits

Proposed Graduate Degree Program		Grade section blank for current and future classes.			
A. Courses (include all SJSU courses taken and those that will be taken)		Semester	Units	Grade	Semester/Year Completed
CE154	Hydraulic Design	3		A	Spring 2020
CE250	Model Water Resources Engineering	3		B	Spring 2020
CE255	Sediment Transport	3		CR	Spring 2020
CE248	Forensic Engineering	3		A	Fall 2020
CE222	Transportation Engineering Planning	3		B	Fall 2020
CE134	Project Management for Construction	3		C	Fall 2020
CE212	Structural Dynamics	3			Spring 2021
CE237	Sustainable Construction	3			Spring 2021
CE252	Advanced Hydrology	3			Fall 2021
CE251	Open Channel Hydraulics	3			Fall 2021

Student will need to list the expected future courses. If plans change, then a Change of Substitution form will be filed in the future.

Leave grade blank for current and future courses.

- For Plan B – a student needs at least:
- Ten courses
 - Five must be 200 or above
 - At least five must be from the student’s primary area of study
 - At least two must be from the student’s secondary area of study

Students should not list courses that were make-up courses if the student was accepted as a Conditional Enrollment.

Example Candidacy Form
 Student is doing Plan B
 Student plans to take Comprehensive Exam

Culminating Experience for students who will take the Comprehensive Written Exam.

Leave future date blank

B. Culminating Experience
 Check box if applicable and then fill out corresponding row

	Course Prefix/Catalog No. (e.g. MAS 203)	Total Units	Grade	Semester/Year Completed
<input type="checkbox"/> 299 Thesis (Plan A)/Creative Work (Plan C)				
<input type="checkbox"/> Last completed project or comprehensive exam-preparation course (plan B)				
<input checked="" type="checkbox"/> Other Culminating Experiences				

	Type	Semester/Year Completed
1) Other culminating experience	Written Exam	
2) Other culminating experience		

599 Dissertation

Course Prefix/Catalog No. (e.g. MAS 203)	Total Units	Grade	Semester/Year Completed

C. Transfer Courses

University	Course Prefix/No.	Title	Semester	Units	Grade	Semester/Year Completed
Sub. for SJSU Course						
Sub. for SJSU Course						

Units	
A	30
B	
C	
Total	0

Section C is only for courses not taken at SJSU as a graduate student:

- At most three courses
- Courses taken at other universities – must be approved by CEE department
- CE Courses taken at SJSU through Open University prior to start of graduate studies

List no. of credits from Part A, B and C of form. Must be total of 30.

Example Candidacy Form Student is doing Plan B

Student plans to take Comprehensive Exam

Student should sign and date
Electronic signature is acceptable.

Required Signatures

Student _____ Date 2/2/2021 **For Official Use Only**

Signature (certifies accuracy of the information provided)

The signatures below indicate approval.

Project or Thesis Advisor (if required by your department)

Name _____ Signature _____ Date _____

Department Grad Advisor (Grad Coordinator)

Name _____ Signature _____ Date _____

GAPE Evaluator

Approved Denied Name _____

Route to student's Academic Advisor for signature and date.
Then route to Department Graduate Coordinator.

Include the following in routing envelope:

1. Student's unofficial SJSU transcript.
2. Copy of original letter of admission to graduate program.
3. If student was Conditionally Accepted, then copy of Change of Classification.

The best way to route is via DocuSign. Setup the following routing:

1. Student's Academic Adviser for signature.
2. Graduate Coordinator for signature (kurt.mcmullin@sjsu.edu).
3. Katrice Gibbons at GAPE to receive a copy (katrice.gibbons@sjsu.edu).
4. Civil Engineering Department to receive a copy (civil-engineering@sjsu.edu).
5. Student personal email as a receipt that Candidacy has been approved.