Example Candidacy Form
Civil and Environmental Engineering

Kurt McMullin
Graduate Coordinator – March 15, 2021

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:
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.

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 Contact Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Mullin</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Kurt</td>
</tr>
<tr>
<td>Student ID</td>
<td>XXXX-XXXXXX</td>
</tr>
<tr>
<td>Current Address</td>
<td>1600 Pennsylvania Avenue</td>
</tr>
<tr>
<td>City</td>
<td>Washington</td>
</tr>
<tr>
<td>State</td>
<td>State DC</td>
</tr>
<tr>
<td>Zip</td>
<td>37188</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:kmullin@sjsu.edu">kmullin@sjsu.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>408-555-XXXX</td>
</tr>
</tbody>
</table>

**Degree Information**

- Degree Sought: MBA
- Major: Civil Engineering
- Concentration, if applicable: GPA
- Means of satisfying Graduate Writing Assessment Requirement: Course Prefix, Catalog No.: CE248
- University where takes: San Jose State University
- Semester/Year: GWAR Completed Fall 2020

#### Plan A

Plan A would be for a student who completes a thesis.

#### Plan B

Plan B is with no thesis.

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**How did student meet GWAR?**

**Student plans to take Comprehensive Exam**

- Degree: CEE
- Concentrations: None (leave this blank)

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**Example Candidacy Form**

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- University where takes: San Jose State University
- Semester/Year: GWAR Completed Fall 2020

#### Plan A

Plan A would be for a student who completes a thesis.

#### Plan B

Plan B is with no thesis.

---

**How did student meet GWAR?**

**Student plans to take Comprehensive Exam**

- Degree: CEE
- Concentrations: None (leave this blank)
### Proposed Graduate Degree Program

**A. Courses (Include all SJSU Courses taken those that will be)**

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course No.</th>
<th>Title</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE124</td>
<td>4</td>
<td>Hydro Design</td>
<td>3</td>
</tr>
<tr>
<td>CE250</td>
<td>3</td>
<td>Model Water Resources Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CE250</td>
<td>2</td>
<td>Sediment Transport</td>
<td>3</td>
</tr>
<tr>
<td>CE248</td>
<td>1</td>
<td>Forensic Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CE222</td>
<td>3</td>
<td>Transportation Engineering Planning</td>
<td>3</td>
</tr>
<tr>
<td>CE134</td>
<td>2</td>
<td>Project Management for Construction</td>
<td>3</td>
</tr>
<tr>
<td>CE212</td>
<td>1</td>
<td>Structural Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>CE237</td>
<td>2</td>
<td>Sustainable Construction</td>
<td>3</td>
</tr>
<tr>
<td>CE262</td>
<td>1</td>
<td>Advanced Hydrology</td>
<td>3</td>
</tr>
<tr>
<td>CE262</td>
<td>1</td>
<td>Open Channel Hydraulics</td>
<td>3</td>
</tr>
</tbody>
</table>

**B. Culminating Experience**

- Check box if applicable and fill in corresponding row
- Last completed project or comprehensive exam-preparation course (plan B)

**C. 998 Dissertation**

- List of courses with their respective units and grades

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**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

- Leave grade blank for current and future courses.

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

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

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**Example Candidacy Form**

- Student is doing Plan B
- Student plans to take Comprehensive Exam

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**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

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

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**Leave future date blank**
Student should sign and date
Electronic signature is acceptable.

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

Route to Department Graduate Coordinator.

The best way to route is via DocuSign. Setup the following routing:
1. Graduate Coordinator for signature (kurt.mcmullin@sjsu.edu).
2. Katrice Gibbons at GAPE to receive a copy (katrice.gibbons@sjsu.edu).
3. Civil Engineering Department to receive a copy (civil‐engineering@sjsu.edu).
4. Student personal email as a receipt that Candidacy has been routed.

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.

As of 2/1/2021, the student’s Academic Adviser is no longer required to review and sign the Candidacy Form.