

PREPARING A CANDIDACY FORM

All M.A. students must submit a candidacy form to GAPE (the Graduate Admissions and Program Evaluations Office) approximately seven months prior to the semester in which you plan to graduate. The deadlines for candidacy forms are posted on GAPE's website each semester: http://www.sjsu.edu/gape/current_students/deadlines/

You can complete a candidacy form any time after finishing COMM 200R plus nine *additional* units of course work. You must have a minimum 3.0 GPA to apply for candidacy. Please submit a candidacy form as soon as you qualify.

Since you must submit your candidacy form prior to finishing your course work, you will need to make your best educated guess about your future course work. If your course work does not end up matching what you have listed on your candidacy form, you will need to file a "Request for course substitution" form with GAPE. You can find that form on GAPE's website:

http://www.sjsu.edu/gape/current_students/forms/

Fill it out and give it to our Graduate Program Coordinator to sign and file with GAPE.

Candidacy forms can be found here: <http://www.sjsu.edu/gape/docs/candidacy.pdf>

It is best to use the form currently posted on GAPE's website to ensure that you have the most up to date version. To type directly onto the form, open it in Adobe Acrobat.

Much of the form is self-explanatory, but there are a few rules and oddities. It is important that the form be correct and accurate. Please follow the instructions below.

Instructions

- 1) Leave blank the box that asks for a "Concentration."
- 2) Where it asks for "Competency in Written English," put COMM 200R and the semester in which you completed that course.
- 3) The "Change of Classification" box refers to students who were "conditional admits," which means students who were required to take pre-requisite classes or fulfill some other condition. If you were a conditional admit who has fulfilled all pre-requisites AND submitted a "change of classification" form, then write the semester in which that form was submitted. If you were not a "conditional admit," then leave blank the "Change of Classification" box.

If you have not fulfilled your pre-requisites or the form, please follow up with the Graduate Program Coordinator as soon as possible.

- 4) In Box A list the graduate course work you have completed and plan to complete within the department. DO NOT include thesis or project hours, pre-requisites courses taken in fulfillment of conditional requirements, courses taken through Open University, courses taken in other departments, or courses that are substituting for a required course.

Double check that all required courses are accounted for (200R, 201 297 (repeated at least once). When possible, list the courses in order of course number.

Please note: It is unlikely that you will have completed your course work by the time you fill out a candidacy form, which means you will need to predict which classes you will take and include those (minus a letter grade) on the form. In the event that you end up taking a different course than one you've listed, you will need to submit a "Substitution of Course" form to GAPE:

http://www.sjsu.edu/gape/docs/course_substitution.pdf

If you need to make a change to your candidacy form, please contact the Graduate Coordinator.

5) In Box B check the culminating experience that applies to you (thesis or project) and list the number of corresponding units (6 units for thesis, 4 units for project). If you elect neither, leave that box blank.

6) In Box C list any graduate courses taken in other departments that count toward your degree.

7) In Box D list transfer units taken including those taken through Open University and, if approved, undergraduate courses taken in substitution of required graduate level work.

8) The box at the very bottom of the form prompts you to total the number of units listed in Boxes A, B, C, and D. *That total must equal 35 units exactly.* For instance, if you are completing a project (4 units) for your culminating experience, and have taken 31 units of course work within the department, then the totals would be as follows:

Total Units	A: 31	B: 4	C: 0	D: 0	Total: 35
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9) Gather signatures. You and the Graduate Program Coordinator must sign your form. If you are writing a thesis, your thesis advisor must also sign the form.

10) It is a good idea to send your completed form via email to the Graduate Program Coordinator and ask her or him to look it over before you print and sign it. If you have an advisor, it is also recommended that you plan your coursework in counsel with your advisor. After printing and signing your candidacy form, submit the form to the Graduate Program Coordinator. If the form is in order, the Graduate Program Coordinator will sign it and forward it on to GAPE. Once approved by GAPE, you will receive notice from that office informing you that you have advanced to candidacy.