

## **Departmental Request for Candidacy and Graduate Degree Program** **MSA**

Prior to graduation you must complete and submit both a *Departmental Request for Candidacy and Graduate Degree Program* form and an *Application for Award of Master's Degree*. Your advancement to candidacy serves as a contract between the Graduate Admissions and Program Evaluations Office, the Lucas Graduate School of Business, and you that by successfully completing the courses listed on the candidacy petition you will receive a master's degree from San Jose State University.

The *Departmental Request for Candidacy and Graduate Degree Program* form can be found on our website: <http://www.sjsu.edu/lucasschool/current/msa/forms/>.

### **Instructions:**

Once you download the form, please overtype your name, ID, address, phone, email address, BUS 220J grade, and previous college degree.

Some of Section A has been completed for you with the required classes; but there are other items you need to complete:

1. At least two from the following classes are required for your degree and must be added to the form. If you take more than two of these courses, the other can be used as elective units:
  - a. BUS 220G
  - b. BUS 220H
  - c. BUS 220R
  - d. BUS 220S
  - e. BUS 220V
2. If you have been approved to substitute any of the required classes, or plan to take them at a later date, please make the appropriate corrections to the form. Delete any classes you have been waived from or are not taking and replace them with what you are taking in their place.
3. Add remaining electives, there must be 30 units worth of classes listed on the form: 27 units in section A and 3 units in section B (BUS 220A). If you are taking more than 30 units, still only list 30 units on the form.
4. Fill in the grades you have received thus far in the grades column adjacent to the appropriate class as well as semester and year, i.e. FA 19 or SP 20. For classes you have not completed yet, leave the grades column blank, but fill in the semester completed column.

The deadline for submission of your Candidacy form will be announced in December.

When you have completed the form please email it to Catherine Dougherty ([catherine.dougherty@sjsu.edu](mailto:catherine.dougherty@sjsu.edu)) as an MS Word Document for processing.