

Instructions For filling out the Candidacy Form

NOTE: When filling out the Candidacy form, you must follow the instructions given here. Approval of the Candidacy will be delayed if you fail to do so.

After completing the form, submit it to the ME office for approval. The approval process requires at least a week. You can check with the ME office to find out if it has been approved. Allow at least a couple of weeks after submitting the form.

Here are the step-by-step instructions for the Candidacy form.

Student Information: Under this heading, enter your personal information.

(instructions are given in *italics*)

Degree Information

Degree sought: *MSME*

Concentration: *Leave it blank*

Means of satisfying Graduate Writing Assessment Requirement. Course Prefix, Catalog No.: *If you have graduated from SJSU or any other CSU institution, enter: CSU graduate and the semester when you completed the 100W. If you have taken a course that satisfy the GVAR requirement and has been approved by the department, enter the course and the semester it was completed.*

Plan: *Check A if you have opted for thesis and B if it's project.*

Proposed Graduate Degree Program

A. Courses (including all SJSU courses taken and those that will be taken for degree credit; leave grade section blank for current and future classes)

Provide a list of 10 courses (30-units total) that you would like to be considered as your degree program. Do not enter more than or less than 30-units. Here is an example of how to list a course:

Course prefix/No	Title	Semester	Units	Grade	Semester/Year
ME 230	Add Mech Eng. Analysis	Fall 2019	3		

NOTE: This section should contain a list of 27 units for the Project option (including ME 295A) and 28 units for the Thesis option.

B. Culminating Experience

Check the top box if you have opted for thesis (ME 299) and middle box if you have opted for project (ME 295 A/B)

In the second column under "Course Prefix/catalog No. (e.g., MAS 203)", enter ME 299 or ME 295B, depending on whether you have opted for thesis or project.

In the third column under "Total Units", Enter 3

Leave rest of the columns blank.

C. Transfer Courses

Provide the needed information; the columns and headings are self-explanatory

D. Required Signatures

Review the form for any errors and then Sign it before submitting it in the ME office.