

## Master’s Advancement to Candidacy Petition - Student Instructions

**1. Fill out the petition including your:**

- a. Name
- b. UID
- c. Degree Program
- d. Major
- e. Major Specialization, if applicable
- f. ATC Quarter and Year
- g. Degree to be Awarded Quarter and Year
- h. “While:” Checkbox
  - a. Registered/Enrolled
  - b. On Filing Fee

Student Name (last, first, middle)  UID

Master of  Major

Specialization  Advancement to Candidacy: Quarter  Year

Degree to be Awarded in: Quarter  Year  While:  Registered and Enrolled  
 On Filing Fee

**2. Indicate whether you are filing a thesis or completing the capstone to satisfy the degree requirements.**

Plan I: Thesis

Plan II: Capstone

**3. Indicate if foreign language requirement is completed or is not required.**

Foreign Language (enter language)

Completed  Not required

If a foreign language is required, it must be completed before the submission of this form.

4. Indicate if you have previously earned a Master’s Degree. Certify and sign the form. Your departmental advisor signature is required as well.

I have taken coursework towards my degree that is over five years old  
 If yes, please have your department chair submit a memo with justification to why this coursework should be applied to your advancement to candidacy for the master's degree.

Have you previously earned a Master's degree?

No  
 Yes

If Yes, list major/specialization: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair or authorized departmental advisor signature \_\_\_\_\_ Date \_\_\_\_\_

5. Attach a transcript to the petition and indicate the courses you are applying to the degree:
- Highlight courses to be applied toward degree requirements
  - If you are using the majority of courses on the transcript, cross out the courses that do not apply
  - OR*
  - If **ALL** courses are to be used, initial your name at the bottom of the last page and circle the number of units.

**Contact your Staff Graduate Advisor for more information on the submission of transcripts. Your program may want you to print out an unofficial copy of your transcript, or may want to print out a copy of your transcript for you.**