

Petition for Advancement to  
Graduate Candidacy  
(aka, Candidacy Form)  
Instructions



## 1) Student Information

## 2) Degree Information

### 3) Proposed Graduate Degree Program

## A) Courses

## B) Culminating Experience

## C) Transfer Courses

**Units:** Enter the total units in each category A, B, and C, not only to transfer courses

#### 4) Required Signatures

## A) Your signature

## B) Approval signature

# Completing the Candidacy Form

## Section 1: Student Information

### Student Information

Completed form should be emailed to the appropriate GAPE evaluator (see [www.sju.edu/gape/about\\_us.htm](http://www.sju.edu/gape/about_us.htm)), submitted to Window G in the Student Services Center, or sent through interoffice mail to extended.sju 0017.

Last Name	<input type="text"/>	First Name	<input type="text"/>				
Student ID	<input type="text"/>	Previous Name (if any)	<input type="text"/>				
Current Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Daytime Phone	<input type="text"/>	Email Address	<input type="text"/>				

1) Enter the Contact Information into the box

2) Note the fields

- A) Last Name, First Name
- B) Student ID
- C) Current Address
- D) City, State, Zip
- E) Daytime Phone
- F) Email Address

- Capitalize properly: Do not use all caps formatting or all lowercase formatting.
- Do not put a comma between first and middle names.
- Abbreviations, such as middle names, S, N, Dr, Ave, St, and Apt, require a period after them.
- Do not put a comma between house number and street. Apartment numbers are last in street addresses.

# Completing the Candidacy Form

## Section 2: Degree Information

Degree Information			
Degree Sought, e.g., MBA	Major	Concentration, if applicable	
Means of satisfying Graduation Writing Assessment Requirement: Course Prefix, Catalog No.			
University where taken	Semester/Year GWAR Completed	<input type="checkbox"/> A	<input type="checkbox"/> B <input type="checkbox"/> C

- 1) Enter Degree Sought: MS, not M.S
- 2) Enter Major: Electrical Engineering
- 3) Enter Concentration (enter your specialization; acronym is okay)
- 4) Enter GWAR Course Prefix, Catalog No: EE 295 (or ENGR 200W)
- 5) Enter University where taken: SJSU
- 6) Enter Semester/Year GWAR Completed (Example: Fall 2020)
- 7) Check box A if you do thesis, otherwise check box B

# Completing the Candidacy Form

## Section 3: Proposed Graduate Degree Program (A. Courses)

Proposed Graduate Degree Program				
A. Courses (include all SJSU courses taken and those that will be taken for degree credit; leave Grade section blank for current and future classes.)				
Course Prefix/No.	Title	Semester	Units	Grade
				Semester/Year Completed

### Do **NOT** include any of the following classes in this 3.A section

- Any undergraduate EE courses or non-EE classes except those for which permission granted by Graduate Advisor for being counted toward MSEE degree requirements
- Any admission prerequisite classes, EE 298, EE 298i (these classes are not counted toward MSEE degree requirement)
- EE 297B or EE 299B (will be entered in section 3.B)
- Open University or transferred classes (will be entered in section 3.C if any)

Repeated classes should be entered on one line with both grades and semesters included (example: C-/B and F19/S20)

For each graduate course you will use for graduation, enter in the order you took them:

- Course Prefix/No. (example: EE 250)
- Title: (Enter exact official title from university catalog. Capitalize properly (example: Probabilities, Random Variables and Stochastic Processes). Catalog is at <https://catalog.sjsu.edu/>)
- Semester Units (example: 3)
- Grade (example: A)
- Semester/Year Completed (examples: S09, Sum09, F10)

### **DO include**

- Future courses you will need to take
- Example: EE 299A or EE 297A

# Completing the Candidacy Form

## Section 3: Proposed Graduate Degree Program (B. Culminating Experience)

### B. Culminating Experience

Check box if applicable and then fill out corresponding row

	Course Prefix/Catalog No. (e.g., MAS 203)	Total Units	Grade	Semester/Year Completed
<input type="checkbox"/> 299 Thesis (Plan A)/Creative Work (Plan C)				
<input type="checkbox"/> Last completed project or comprehensive exam-preparation course (plan B)				
<input type="checkbox"/> Other Culminating Experiences	Type			Semester/Year Completed
	1) Other culminating experience			
	2) Other culminating experience			
<input type="checkbox"/> 599 Dissertation	Course Prefix/Catalog No. (e.g., MAS 203)	Total Units	Grade	Semester/Year Completed

### If you take thesis option:

- Check the “299 Thesis (Plan A)” box
- Enter EE 299B information in the first row table

### If you take project option:

- Check the “Last completed project or comprehensive exam-..... (plan B)” box
- Enter EE 297B information in the second row table

# Completing the Candidacy Form

## Section 3: Proposed Graduate Degree Program (C. Transfer Courses)

C. Transfer Courses					
University	Course Prefix/No.	Title	Semester Units	Grade	Semester/Year Completed
Sub. for SJSU Course					
Sub. for SJSU Course					
Sub. for SJSU Course					

Transfer courses are courses you will use for graduation as part of the degree program that can be:

- Courses you completed at other universities and they **were approved by the GAPE form “Request for Validation of Transfer Credit”**
- Graduate-level EE courses at SJSU that you completed as an open university student or during your undergraduate program at SJSU and the courses **are NOT used for undergraduate (BSEE) degree**



# Completing the Candidacy Form

## Section 3: Proposed Graduate Degree Program (Units)

	Units
A	
B	
C	
Total	

Enter the total course units from each category in Section 3:

A. Courses

B. Culminating Experience

C. Transfer Courses

The total course units should be exactly 33.

# Completing the Candidacy Form

## Section 4: Required Signatures

Required Signatures			
Student	<small>(with name)</small>	Date	For Official Use Only
<small>Signature (certifies accuracy of the information provided)</small>			
<small>The signatures below indicate approval.</small>			
Project or Thesis Advisor (if required by your department)			
Name	Signature <small>(with name)</small>	Date	
Department Grad Advisor (Grad Coordinator)			
Name	Signature <small>(with name)</small>	Date	
GAPE Evaluator			
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Name	Date

- If you have Adobe Acrobat, you can provide a digital signature, otherwise, type your name in the signature field and enter the date in the date field.
- The project or thesis advisor name and signature are not required by the EE Department. Do not enter anything here (leave it blank).
- Email the completed form to Electrical Engineering Graduate Advisor for approval (signature). The Graduate Advisor will sign the form and return it to you for submission
- Submit the approved form to a GAPE Evaluator. You can find the GAPE Evaluator for MSEE program on the GAPE website at <https://www.sjsu.edu/gape/connect/advisor-and-evaluator.php>

Completed form should be emailed to the appropriate GAPE evaluator (see [www.sjsu.edu/gape/about\\_us/staff](http://www.sjsu.edu/gape/about_us/staff)), submitted to Window G in the Student Services Center, or sent through interoffice mail to extended zip 0017.

Degree Information

## Proposed Graduate Degree Program

Required Signatures \_\_\_\_\_

A completed sample of Petition for Advancement to Graduate Candidacy form is shown on the left.