



Advancement to Candidacy (ATC) Form

Instructions for Completing ATC Form Form Begins on Page 2

FORM MUST BE TYPED

This form must be typed.

After completion of 18 units and prior to the semester of enrolling in your Culminating Experience course you must submit your ATC form.

The ATC form acts as your contract between you, your department, and the university. The ATC lists the specific requirements you must complete before your degree can be awarded. Once the ATC is approved, you are advanced to candidacy and classified standing. The ATC is a permanent record of your completed and planned course work as well as other requirements necessary for you to complete your degree. The ATC form must be approved by Graduate Studies before enrolling in and beginning research for the culminating experience course.

Type and print out the form and obtain the required signatures (graduate advisor and department chair or graduate coordinator). Handwritten forms will not be accepted. Completed forms should be submitted to GradStop, ADM 250.

PLEASE NOTE: in order save your personal information on the following PDF forms, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader: <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.

FORM MUST BE TYPED

ADVANCEMENT TO CANDIDACY

Master of Science Major Engineering
 Concentration or Emphasis (if applicable) Structural / Earthquakes

Student: Select the correct University Bulletin year you were admitted to the program:

Name: _____ Student ID: _____
 Address: _____ Phone(s): _____
 City _____ State: _____ Zip Code: _____ E-mail: _____

**ALL REQUIREMENTS MUST BE COMPLETED ACCORDING TO PROGRAM GUIDELINES OR WITHIN 7 YEARS FROM THE TERM OF ADMISSION TO YOUR GRADUATE PROGRAM
 CONTINUOUS ENROLLMENT IS REQUIRED AFTER ENROLLMENT IN THE CULMINATING EXPERIENCE**

Student: Fill out the following information completely (including the semester and year each course was or will be taken).

| Course Number | Course Title | Units Required | Units (to be) completed | Semester & Year | Institution (not SFSU) (transfer units only)* | Grade | In Progress Or To Do |
|--|---|----------------|-------------------------|-----------------|---|-------|----------------------|
| ENGR 800 | Engineering Communications | 3 | | | | | |
| ENGR 801 | Engineering Management | 3 | | | | | |
| ENGR 833 | Principles of Earthquake Engineering | 3 | | | | | |
| ENGR 836 | Structural Design for Earthquakes | 3 | | | | | |
| Units selected on advisement from the following: ENGR 425, 426, 427, 431, 461, 825, 826, 827, 828, 829, 830, 831, 832, 835 or 838 | | 6-15 | | | | | |
| Non-Engineering Electives | | 0-6 | | | | | |
| One of the following Culminating Experience options | | 3-6 | | | | | |
| Option A: | | | | | | | |
| ENGR 897 | Research AND | | | | | | |
| ENGR 898 | Master's Thesis <i>and</i> Oral Defense OR | | | | | | |
| Option B: | | | | | | | |
| ENGR 895 | Applied Research AND Oral Defense | | | | | | |
| Total Units | | 30 min | | | | | |

Additional Degree Requirements: Thesis Receipt **AND** Report of Completion for Oral Defense **OR** Report of completion for 895 **AND** Oral Defense
 Department Requirements: BUS 541/SCI 614/CHS 514

Only 30% of units listed on the Advancement to Candidacy may be upper division undergraduate coursework.

GRADUATE MAJOR ADVISER: Please check off below the manner by which this student has or will have satisfied Second Level written English proficiency in your graduate program, i.e. ability to write in a scholarly manner in the major field.

Course No. _____ Written proposal for Culminating Experience
 Written Component of Culminating Experience Other, specify _____

GRADUATE ADVISER (Required): _____
 Type/Print Last Name Signature Date

GRADUATE COORDINATOR (Required): _____
 Type/Print Last Name Signature Date

Approved Not approved _____
 Dean of the Graduate Division or Designee Date

Note: Upon approval of the ATC, read graduate Academic Policies and Procedures section in the Bulletin regarding conditions for maintaining its validity.