

How to Complete the Advancement to Candidacy Form for CHDV, MA program (2009-10)

The **Advancement to Candidacy Form** lists the specific requirements (i.e., courses, exams, thesis/project) to be completed before a Master's degree can be awarded. When the Advancement form is accepted and approved by the Graduate Coordinator and Assoc. Dean, Office of Graduate Studies, a student is officially advanced to degree candidacy.

1-4. Enter name, student ID, address, and phone/email. Use the name on file at the University and make any changes to University records by submitting a **Data Change** form..

5. Major (Education - Child Development)

6. Concentration. For new program, enter **either theory and research OR applied settings**. For older catalog years, keep blank.

7. Catalog. Enter catalog years used in listing courses completed (e.g. 2008-10 catalog). All required courses listed in the catalog must be accounted for on the Advancement form. If a course substitution is made, it should be noted on the Advancement form by using an asterisk (*) and a rationale provided on a separate sheet. Any changes made after the Advancement to Candidacy form is approved by Office of Graduate Studies must be submitted for approval on a **Petition for Exception**.

8. Check if grad writing requirement has been completed. The Writing Proficiency requirement must be satisfied according to University policy before a student may advance to candidacy.

9. Advisor and Committee Members: List name of faculty approving form. Leave committee members blank as committee has not usually been set at this point.

10. Record the "Core" (**Foundation** in Child Development program) courses as listed in the catalog year you are using. Any substitutions to the Core courses must be noted. For current catalog year, this includes CHDV 200A, CHDV 200B, CHDV 250, CHDV 247, and CHDV 242.

11. List the courses taken for the **area of study and electives**. In new CHDV program, enter 9 units of emphasis (theoretical or applied) and 6 units of approved electives. Check handbook or catalog for courses for each concentration.

12. List the **Culminating Experience** you to be completed (CHDV 290 and CHDV 504 for thesis/Project and CHDV 292 and CHDV 505 for Exam Option).

13. Sign and Date the form.

14. Advisor's signature. Any Tenure track or tenured faculty member in the department may sign as advisor.

15. The **Graduate Coordinator's** or **Department Chair's** signature is required. Obtain signature in Child Development Office.

It is the student's responsibility to make a copy of this document before submitting to Office of Graduate Studies for Action