



## 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.

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**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 Arts Major Humanities  
 Concentration or Emphasis (if applicable): \_\_\_\_\_

**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
HUM 700	Intro to Integrative Study	3					
HUM 721	Culture and Style	3					
<b>Two courses from HUM 710-713</b>		6					
<b>Two courses from HUM 701 - 704</b>		6					
<b>Electives</b>		9					
<b>One of the following Culminating Experience Options</b>		3					
HUM 896EXM	Directed Study of Humanistic Works and Comprehensive Written and Oral Examinations <b>OR</b>						
HUM 898	Master's Thesis and Oral Defense						
<b>Total Units</b>		<b>30</b>					

Additional Degree Requirements: **\*NOTE:** For transfer work, a Request for Graduate Program Transfer Unit Evaluation must be submitted.

Report of Completion for Written and Oral Comprehensive Exams **AND**  Foreign Language Requirement **OR**

Thesis Receipt **AND**  Oral Defense **AND**  Foreign Language Requirement

**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.

Satisfactory completion of Culminating Experience requirement

**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.