



Advancement to Candidacy (ATC) Form

Instructions for Completing ATC Form

Form Begins on Page 2 (**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 a contract between you, your department, and the university. It lists the specific requirements you must complete before your degree can be awarded. 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. Once the ATC is approved, you are advanced to candidacy and classified standing. The ATC form must be approved by Graduate Studies before enrolling in and beginning research for the culminating experience course.

You May Now Submit the Advancement to Candidacy Online!

We are excited to announce that ATC forms may now be submitted through a secure online portal!

Fill out your form through completion (typed forms only) and route the form to your advisor and Graduate Coordinator for approval following the steps listed below.


Submitting Documents through the DocuSign Portal

NOTE: Once you start the routing process for the ATC submission, make sure to complete the form **in one session**.

To start the process click the [link](#) to "[Online ATC Submission](#)", then follow these steps:

1. Enter your name and email address
2. Enter the name and email address of your **Graduate Program Advisor**
3. Enter the name and email address of your **Department Chair/Graduate Program Coordinator** (Find your Graduate Program Coordinator at: <https://grad.sfsu.edu/content/graduate-coordinators>)
4. Enter the name and email address of your **Graduate Program Specialist** (Find your Graduate Program Specialist at: <https://grad.sfsu.edu/content/graduate-program-specialists>)

NOTE: Faculty/staff will be notified upon submission of this form that you are requesting their signature on your ATC form. It is important that you submit accurate information for prompt review/approval.

5. You will need to attach the Advancement to Candidacy Form in the next step. Click the paperclip icon to begin uploading 
6. Click "**Begin Upload**"
7. Browse to select the document that you wish to upload.
 - a. If you need to upload multiple files you can click "**Upload File**" again to select more
8. Once all documents are attached you can scroll down to review what will be uploaded
9. If you are satisfied that everything needed has been attached click "**FINISH**" at the top of the page

Then you're all done! You will be given an option to download or print a copy of everything that was submitted. Otherwise just click "**Close**" and you can exit out of the tab.

ADVANCEMENT TO CANDIDACY

FORM MUST BE TYPED

| | |
|--|---------------------------------|
| Master of: <u>Business Administration</u> | Major: (Pre Spring 2019) |
| 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 |
|---|------------------------------|----------------|---|-----------------|---|-------|----------------------|
| Quantitative Track: 3 Units chosen from the following: ACCT 831, DS 852, FIN 819, and ISYS 814 | | 3 | | | | | |
| Qualitative Track: 3 Units chosen from the following: IBUS 815, MGMT 842, MKTG 860, and BUS 884 (BUS 784) | | 3 | | | | | |
| Electives: Advisor approved electives (at least five must be 800-level courses offered by the College of Business, up to two may be graduate level courses within the University with prior advisor approval). | | 21 | A maximum of two prerequisite courses taken at SF State may count as electives: ACCT 780, DS 776, DS 786, ECON 783, ISYS 782, FIN 785, MGMT 788, MKTG 787 | | | | |
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| BUS 890 | C.E. in Strategic Management | 3 | | | | | |
| Total Units | | 30 | | | | | |

Note: For transfer work, a Request for Graduate Program Transfer Unit Evaluation must be submitted.
 Upon approval of the ATC, read graduate Academic Policies and Procedures section in the Bulletin regarding conditions for maintaining its validity.