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.

FORM MUST BE TYPED

ADVANCEMENT TO CANDIDACY

Master of	Arts	Major	Education

Concentration or Emphasis (if applicable) Instructional Technologies

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	Use For Cred	Institution (not SFSU) (transfer units only)*	Grade	In Progress Or To Do
ITEC 800	Theoretical Foundations of Instructional Technologies	3						
ITEC 801	Instructional Systems Design	3						
Research Requirements (6 units)		6						
		3						
Select 3 units from: ITEC 816, 830, 850								
		3						
Electives on Advisement (from Group One, Two or Three)		15						
Culminating Experience: select one		3						
ITEC 894	Creative Work Project **OR**							
ITEC 895	Field Study							
	Total Units	**30 min**						

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

For transfer work, a Request for Graduate Program Transfer Unit Evaluation must be submitted.