



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 BSN COMPONENT OF ENTRY LEVEL MSN

Master of Science Major Nursing
 Concentration or Emphasis (if applicable) BSN COMPONENT

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 WITHIN THE GENERIC MSN PROGRAM

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
NURS 310	Human Development and Health Assessment Theory	3					
NURS 311	Human Development and Health Assessment Lab	2					
NURS 314	Health Promotion Theory	3					
NURS 315	Health Promotion Practicum	2					
NURS 326	Reproductive Health Theory	3					
NURS 327	Reproductive Health Practicum	3					
NURS 328	Psychiatric Mental Health Nursing Theory	3					
NURS 329	Psychiatric Mental Health Nursing Practicum	3					
NURS 350	Nursing Interventions Lab I	2					
NURS 410	Nursing Care of Children Theory	3					
NURS 411	Nursing Care of Children Practicum	3					
NURS 420	Nursing Care of Adults Theory	3					
NURS 421	Nursing Care of Adults Practicum	3					
NURS 450	Nursing Interventions Lab II	2					
NURS 520	Adv. Medical Surg. & Crit Care Theory	3					
NURS 521 or NURS 523	Adv Medical Surg & Crit Care Capstone Practicum OR NURS 523 Adv Medical Surg & Crit Care Capstone Practicum	3					
NURS 522	Chronic Care and End of Life Care Theory	3					
NURS 530	Community Health & Global Pers. Theory	3					
NURS 531	Community Health & Global Pers. Practicum	3					
TOTAL UNITS FOR PROGRAM		53					

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

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

Graduate Studies Office Only

BSN AWARDED YES NO If yes, Award Date: _____

Approved Not Approved _____
 Dean of Graduate Studies or Designee Date

FORM MUST BE TYPED

MSN COMPONENT OF ENTRY LEVEL MSN

Master of Science Major Nursing
 Emphasis (check one): Clinical Nurse Specialist Nursing Administration Community Public Health

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
NURS 702	Health Systems Management	3					
NURS 703	Education Informatics & eTechnology in Adv. Nursing Practice	3					
NURS 706	Health Care Policy/Nursing Issues	3					
NURS 711	Adv. Physical Assessment Across Life Span	3					
NURS 715	Pharmacological Principles Across Life Span	3					
NURS 716	Adv. Pathophysiology & Diagnostic Reasoning I	3					
NURS 717	Adv. Pathophysiology & Diagnostic Reasoning II	3					
NURS 720	Epidemiology & Biostatistics in Adv. Practice Nursing	3					
NURS 721	Program Planning & Financial Mgmt. in Nursing Practice	3					
NURS 732	Ethics in Advanced Nursing Practice	3					
NURS 794	Research & Evidence-Based Practice in Nursing	3					
Select from one pair of the courses		4					
NURS 821	Graduate Nursing Practicum I: Pediatrics	4/4					
NURS 822	Graduate Nursing Practicum II: Pediatrics						
NURS 819	Graduate Nursing Practicum I: Adult/Gerontology	4/4					
NURS 820	Graduate Nursing Practicum II: Adult/Gerontology						
NURS 817	Graduate Nursing Practicum I: Women's Health/Gender Related	4/4					
NURS 818	Graduate Nursing Practicum II: Women's Health/Gender Related						
NURS 815	Graduate Nursing Practicum I: Nursing Administration	4/4					
NURS 816	Graduate Nursing Practicum II: Nursing Administration						
NURS 813	Graduate Nursing Practicum I: Neonatal	4/4					
NURS 814	Graduate Nursing Practicum II: Neonatal						
NURS 808	Graduate Nursing Practicum I: Community/Public Health	4/4					
NURS 809	Graduate Nursing Practicum II: Community/Public Health						
NURS 806	Graduate Nursing Practicum I: Psychiatric/Mental Health	4/4					
NURS 807	Graduate Nursing Practicum II: Psychiatric/Mental Health						
Electives for Emphasis, on advisement (list below)		8-12					
Culminating Experience (one of the following):		3					
NURS 895	Field Study in Nursing OR						
NURS 898	Master's Thesis						
Total Units		44-52					

Note: Upon approval of the ATC, 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.