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## Advancement to Candidacy (ATC) Substitution Submission

This form should be submitted to substitute course listed on the already approved and submitted ATC form and/or to substitute a core course. If you are substituting more than 3 courses please submit a new ATC form.

### You May Now Submit the Petition for Advancement to Candidacy Substitution Online!

We are excited to announce that Petition for ATC Substitution form 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 Substitution 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 Division of Graduate Studies **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.

**Core Course Substitutions will also need the approval of the Department Chair /Director.**

5. Click "**BEGIN SIGNING**"
6. Fill out the TOP portion of the Petition for ATC Substitution Signature Form
7. You will need to attach the [ATC Substitution form](#) in the next step. Click the paperclip icon to begin uploading 
8. Click "**Begin Upload**"
9. 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
10. Once all documents are attached you can scroll down to review what will be uploaded
11. If you are satisfied that everything needed has been attached click "**FINISH**"

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.

## PETITION FOR ATC SUBSTITUTION

### Change to Advancement to Candidacy Program

**FORM MUST BE TYPED**

**Official Degree Title as Listed in the University Bulletin:**

Master of \_\_\_\_\_ Major \_\_\_\_\_

Concentration or emphasis (if applicable) \_\_\_\_\_

Name

Student ID

Email

Please list the course(s) you are removing from your approved ATC program, and the course(s) you wish to substitute. If you need to remove or add more than 3 courses, please submit a new ATC form instead.

**\*NOTE:** For transfer work, a Request for Graduate Program Transfer Unit Evaluation must be submitted. Core Course Substitutions will require Department Chair, Director, or Coordinator approval and rationale for substitution.

**REMOVE the following **ELECTIVES** from program:**

Course No.	Course Title	Units	Reason for Removal/Substitution

**SUBSTITUTE with:**

Course No.	Course Title	Units	Semester and Year	Institution (not SFSU) (transfer units only)*	Grade	In Progress or To Do

**REMOVE the following **CORE COURSES** from program:**

Course No.	Course Title	Units	Reason for Removal/Substitution

**SUBSTITUTE with:**

Course No.	Course Title	Units	Semester and Year	Institution (not SFSU) (transfer units only)*	Grade	In Progress or To Do

**Student Notes/Comments:**

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