

Application for Advancement to Candidacy and Graduation

Instructions: 1) Complete Student Information, proposed course list, program totals, and culminating experience sections. **Hand written forms will not be accepted.** 2) Print form. 3) Obtain approval signatures from your advisor/ committee chair, committee members and program graduate coordinator. 4) Pay the graduation processing fee. 5) Deliver form to Academic Programs, Siemens Hall 217. **Note:** If you plan to use animals or humans in research, you must obtain approval to do so BEFORE filing for candidacy.

Name

Address

City

State

Zip Code

Country

HSU ID Number

Email Address

Phone Number

Note: The Office of the Registrar will mail your diploma to the home address in your my Humboldt profile.

Degree

I. Proposed Graduate Course List

List the courses needed for your master's program only. {Consult your advisor/committee chair and the university catalog for specific program and general university requirements). *Leave grade blank if in progress.

Code descriptions are listed below. Check all codes that apply. {Examples: thesis units taken at HSU would have codes R, G and C and a graduate level course taken at CSU Chico would have codes G & T)

Term	Subject/ Number	Course Title	Units	Grade*	R	G	C	I	U	T,E,P	Registrar Use

Name

HSU ID Number

Term	Subject/ Number	Course Title	Units	Grade*	R	G	C	I	U	T,E,P	Registrar Use

Program Total Units (*General requirements for masters degree programs as specified by Title 5. Discipline specific requirements may be different and will be outlined in the program description section of the university catalog.)

Your proposed course list must have:

- a minimum of 30 semester units of approved coursework;
- 21 or greater semester units taken at HSU (residency requirement); HSU Extended Education cannot be used for resident credit;
- at least half the units required for the degree are graduate level (500-600 courses);
- no more than six thesis or project units with a maximum of nine total units for independent study, field work, and thesis/project courses;
- no more than one-third of master's degree courses may be taken credit/no credit;
- B- or better in all courses taken to satisfy the requirements for the degree and maintain a grade point average of 3.0 (B) or better.3.0

Your proposed course list cannot include:

- lower division courses (100-200 level);
- course more than seven years old..

Codes	Description	Requirements*	Totals	Registrar Use
R	Residency Requirement - Courses taken at HSU	21 or more units completed at HSU		
G	Graduate level courses	At least half the units must be at graduate level		
C + I	(C) Thesis and Project Units; (I) Independent Study, Directed Study, Field Problems, Research, Internship or Practicum Units	No more than 6 (C) units with a maximum of 9 units total (C) + (I)		
U	Upper Division Courses			
T,E,P	Transfer Units; (E) Extension Units; (P) Postbaccalaureate, Credential, Second BA/BS	No more than 9 units		
	Total graduate (G) and upper division (U) level courses	Minimum of 30 units		

Continue to the Culminating University Experience Section..

Culminating University Experience

☐ Project ☐ Thesis ☐ Comprehensive Exam

If culminating experience is a thesis or project complete all the following sections.

If culminating experience is a comprehensive exam, please skip to sections VII.

Thesis or Project Description

II. Working Title: Provide a tentative title for your thesis. It should be **concise** and **precise** so as to allow other researchers to correctly infer the topic of your research. The official title will be approved along with the final thesis/project.

III. Problem or Project: State clearly the research problem you intend to investigate or the project you intend to conduct. You should be able to define your problem or project in no more than 100 words.

IV. Procedure or Method: Briefly describe how you plan to investigate the problem or conduct the project. Identify the types of information and approach you will use. 500 words (one page)

V. Use of Human Subjects

Does your research involve the use of human subjects?

If yes, you must obtain approval from the Humboldt State University Institutional Review Board before your application for Advancement to Candidacy can be submitted to Graduate Studies.

Attach a copy of the IRB Approval Memo for your research to this form.

Enter IRB Number.

VI. Use of Non-Human Vertebrates:

Does your research involve the use of non-human vertebrates?

If yes, you must obtain approval from the Humboldt State University Institutional Animal Care and Use Committee (IACUC) before your application for Advancement to Candidacy can be submitted to Graduate Studies. **Attach a copy of the IACUC Final Committee Decision for your research to this form. Enter IACUC Number**

Name

HSU ID Number

VII. Student Signature:

I understand that no research may be conducted before the Humboldt State University IACUC or IRB (as appropriate) has approved this research and that the HSU IACUC or IRB approval numbers must be indicated in the thesis or project. We further understand that the data collected by matriculated students prior to HSU IACUC or IRB approval CAN NOT be included in the thesis or project.

Signature

Date

VIII. Graduation

Enter the date you **expect to complete all your degree requirements*** (*not the date you plan to "walk" in commencement*).

I plan to graduate (Term/Year)

My current GPA is:

(Must be 3.0 or better)

Pay the \$64 graduation processing fee at Student Financial Services, SBS 282 or online via your Student Center account of Cash Net (an additional \$10 late fee will apply after the deadline). See Academic Deadlines on the Office of the Registrar website for dates.

Enter Receipt# (Attach a copy of the transaction for online payments.)

IX. Approvals:

Signatures constitute approval of thesis/project (if applicable) and course list contingent upon approval of Transfer and Graduate Counselor, Office of the Registrar. In my judgement this student has a reasonable expectation to graduate in the term specified above.

Committee Role:	Member Name:	Signature:	Date:
Advisor/Committee Chair			
Committee Member			
Committee Member			
Committee Member			
Graduate Coordinator			
Transfer & Graduation Counselor	Melissa Tafoya		
Graduate Dean	Dr. Mary Oling-Sisay		

Reminders:

This application initiates a **degree check**. The degree check summarizes how degree requirements have been satisfied and list remaining requirements for graduation. Your degree check will be sent to you HSU e-mail address and to your academic advisor. **Graduation:** Graduation takes places upon verification that all degree requirements have been met.

Commencement: Participation in the commencement ceremony is voluntary and does not constitute graduation

Did you attach a copy of your IRB or IACUC approval (if applicable)?
Pay your graduation fee before you take this form to Graduate Studies