

## *Advancement to Candidacy Directions*

### **When to Complete:**

- *Students must complete all undergraduate requirements **before** Advancement to Candidacy. Department Advisors: Do not sign this form unless the student has completed all required undergraduate pre-requisites.*
- *Once all undergraduate prerequisites have been satisfied, Advancement to Candidacy can be completed as soon as the second semester of graduate study, provided that the student has:*
  - (a) **Completed CD 696, plus 3 additional graduate units***
  - (b) **Maintained a 3.0 GPA; and***
  - (c) **Passed the WPE.****Advancement to Candidacy as soon as the student is eligible is recommended.*
- *Advancement to Candidacy must be completed **no later than the semester prior to graduation.***

### **How to Complete:**

- *Request a blank Advancement to Candidacy form from the Clinic Secretary.*
- *Complete this form to the best of your knowledge.*

*NOTE: Every applicable space should be completed with either:*

  - (a) A date and grade of **completed coursework**. Complete the form for courses already completed as follows:*
    - *If you completed the required course at CSULB, indicate the Grade and Date only.*
    - *If you completed an equivalent course at CSULB –or- at another university, indicate the equivalent course number (Equiv.), the university (Univ.), the Grade and Date.*
  - (b) An indication that the course has been **waived** (approved by your Department Advisor); or*
  - (c) A **proposed date of completion** for those courses not completed at the time of Advancement. Note: the dates indicated for future coursework is your best estimate of when a course will be completed.*
- *Bring this form completed in pen to your Department Advisor with an unofficial transcript documenting all applicable coursework (including undergraduate prerequisites and graduate level coursework).*
- *The student and his/her Advisor should review this form and make sure that all required elements are fulfilled.*
- *After obtaining **your Department Advisor's signature**, submit this form to the Clinic Secretary to be typed. The Clinic Secretary will then submit the typed form to the Department Administrator who will circulate it for signatures and submit to the College. Following submission to the College you will receive a letter from the College documenting your official Advancement to Candidacy.*