

# Example Candidacy Form Civil and Environmental Engineering

Kurt McMullin

Graduate Coordinator – March 15, 2021

**SJSU SAN JOSE STATE UNIVERSITY** **Petition for Advancement to Graduate Candidacy** 09.2016

**Student Information**  
 Completed form must be emailed to the appropriate GAPE evaluator (see www.sjsu.edu/graduate/undergrad) submitted to Wilson 20 in the Student Services Center, or via through Interfile mail to student@sjsu.edu.  
 Last Name: McMullin First Name: Kurt Michael  
 Student ID: XXX-XXX-XXXX Previous Name (if any):  
 Current Address: 1600 Pennsylvania Avenue State DC Zip: 37188  
 Daytime Phone: 408-555-XXXX Email Address: kurt.mcmullin@sjsu.edu

**Degree Information**  
 Degree Sought (e.g., M.A., M.S., M.Eng., Civil Engineering) Concentration, if applicable:  
 Means of satisfying Graduation Writing Assessment Requirement: Course Prof., Catalog No. CE248  
 University where taken: San Jose State University Semester/Year GWAR Completed: Fall 2020  A  B  C

**Proposed Graduate Degree Program**  
**A. Courses (Include all SJSU courses taken and those that will be taken for degree credit; leave Grade section blank for current and future classes.)**  

Course Prefix/No.	Title	Semester	Units	Grade	Semester/Year Completed
CE194	Hydraulic Design	3	A	Spring 2020	
CE290	Model Water Resources Engineering	3	B	Spring 2020	
CE299	Sediment Transport	3	CR	Spring 2020	
CE248	Forensics Engineering	3	A	Fall 2020	
CE222	Transportation Engineering Planning	3	B	Fall 2020	
CE194	Project Management for Construction	3	C	Fall 2020	
CE112	Structural Dynamics	3		Spring 2021	
CE237	Sustainable Construction	3		Spring 2021	
CE299	Advanced Hydrology	3		Fall 2021	
CE291	Open Channel Hydraulics	3		Fall 2021	

**B. Culminating Experience**  
 Check box if applicable and then fill out corresponding row:  
 269 Thesis (Plan A)/Creative Work (Plan C) Course Prefix/Catalog No. (e.g., MAS 299) Total Units Grade Semester/Year Completed  
 Last completed project or comprehensive exam-preparation course (plan B) Title Semester/Year Completed  
 Other Culminating Experience  
 1) Other culminating experience (Written Exam) Title Semester/Year Completed  
 2) Other culminating experience (e.g., MAS 299) Course Prefix/Catalog No. (e.g., MAS 299) Total Units Grade Semester/Year Completed

**C. Transfer Courses**  

University	Course Prefix/No.	Title	Semester	Units	Grade	Semester/Year Completed	Units
							A D
							B C
							Total C

**Required Signatures**  
 Student: \_\_\_\_\_ Date: 3/22/21 For Official Use Only  
 Project or Thesis Advisor (if required by your department):  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Head/Advisor (Grad Coordinator):  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 GAPE Evaluator:  
 Approved  Denied Name: \_\_\_\_\_ Date: \_\_\_\_\_

Form must be typed.  
Be very careful about typos/errors.

## Example Candidacy Form Student is doing Plan B Student plans to take Comprehensive Exam

Almost all graduate students in the program fall into this type of Candidacy Form. For Plan A (thesis) students, small modifications are required:

- List nine courses for Part A (including CE298).
- Part B will be option 1, the 299 report.

Include the following in routing envelope:

- Student's unofficial SJSU transcript.
- Copy of original letter of admission to graduate program.
- If student was Conditionally Accepted, then copy of Change of Classification.

Students cannot apply for Candidacy if they are still listed as being Conditionally Classified.

If student has not completed GWAR course, they can apply for Candidacy during the semester they are taking the course. GAPE will hold the form until the course is successfully completed.

Example Candidacy Form  
Student is doing Plan B  
Student plans to take Comprehensive Exam

Student Contact Information

**SJSU SAN JOSE STATE UNIVERSITY** **Petition for Advancement to Graduate Candidacy**  
09.2016

**Student Information**  
Completed form should be emailed to the appropriate GARE evaluator (see www.sjsu.edu/ga/pe/about\_us.html), submitted to Window G in the Student Services Center, or sent through interface mail to extended zip 0017.

Last Name McMullin First Name Kurt Michael  
 Student ID XXX-XX-XXXX Previous Name (if any) \_\_\_\_\_  
 Current Address 1600 Pennsylvania Avenue City Washington State DC Zip 37188  
 Daytime Phone 408-555-XXXX Email Address kurt.mcmullin@sjsu.edu

**Degree Information**

Degree Sought, e.g., MBA M.S. Major Civil Engineering Concentration, if applicable \_\_\_\_\_  
 Means of satisfying Graduation Writing Assessment Requirement: Course Prefix, Catalog No. CE248  
 University where taken San Jose State University Semester/Year GWAR Completed Fall 2020  A  B  C

Degree

CEE does not have Concentrations – leave this blank

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 Daytime Phone 408-555-XXXX Email Address kurt.mcmullin@sjsu.edu

**Degree Information**

Degree Sought, e.g., MBA M.S. Major Civil Engineering Concentration, if applicable \_\_\_\_\_  
 Means of satisfying Graduation Writing Assessment Requirement: Course Prefix, Catalog No. CE248  
 University where taken San Jose State University Semester/Year GWAR Completed Fall 2020  A  B  C

How did student meet GWAR?

Plan B is with no thesis  
Plan A would be for a student who completes thesis

**Example Candidacy Form**  
Student is doing Plan B  
Student plans to take Comprehensive Exam

List course number, title and credits

Student will need to list the expected future courses. If plans change, then a Change of Substitution form will be filed in the future.

Leave grade blank for current and future courses.

For Plan B – a student needs at least:

- Ten courses
- Five must be 200 or above
- At least five must be from the student’s primary area of study
- At least two must be from the student’s secondary area of study

Students should not list courses that were make-up courses if the student was accepted as a Conditional Enrollment.

A. Courses (Include all SJSU courses taken and those that will be taken)		Grade section blank for current and future classes.			
Course Prefix/No.	Title	Semester	Units	Grade	Semester/Year Completed
CE154	Hydraulic Design		3	A	Spring 2020
CE280	Model Water Resources Engineering		3	B	Spring 2020
CE265	Sediment Transport		3	CR	Spring 2020
CE248	Forensic Engineering		3	A	Fall 2020
CE222	Transportation Engineering Planning		3	B	Fall 2020
CE134	Project Management for Construction		3	C	Fall 2020
CE212	Structural Dynamics		3		Spring 2021
CE237	Sustainable Construction		3		Spring 2021
CE252	Advanced Hydrology		3		Fall 2021
CE251	Open Channel Hydraulics		3		Fall 2021

**Example Candidacy Form**  
Student is doing Plan B  
Student plans to take Comprehensive Exam

Culminating Experience for students who will take the Comprehensive Written Exam.

Leave future date blank

Section C is only for courses not taken at SJSU as a graduate student:

- At most three courses
- Courses taken at other universities – must be approved by CEE department
- CE Courses taken at SJSU through Open University prior to start of graduate studies

List no. of credits from Part A, B and C of form. Must be total of 30.

B. Culminating Experience				
Check box if applicable and then fill out corresponding row				
Course Prefix/Catalog No. (e.g. MAS 203)	Total Units	Grade	Semester/Year Completed	
<input type="checkbox"/> 299 Thesis (Plan A)/Creative Work (Plan C)				
<input type="checkbox"/> Last completed project or comprehensive exam-preparation course (plan B)				
<input checked="" type="checkbox"/> Other Culminating Experiences				
		Type	Semester/Year Completed	
		1) Other culminating experience	Written Exam	
		2) Other culminating experience		
Course Prefix/Catalog No. (e.g. MAS 203)	Total Units	Grade	Semester/Year Completed	
C. Transfer Courses				
University	Course Prefix/No.	Title	Semester	Units
				Units
				A 30
				B
				C
				Total 0

**Example Candidacy Form**  
Student is doing Plan B  
Student plans to take Comprehensive Exam

Student should sign and date  
Electronic signature is acceptable.

Route to Department Graduate Coordinator.

Include the following in routing envelope:

1. Student's unofficial SJSU transcript.
2. Copy of original letter of admission to graduate program.
3. If student was Conditionally Accepted, then copy of Change of Classification.

The best way to route is via DocuSign. Setup the following routing:

1. Graduate Coordinator for signature ([kurt.mcmullin@sjsu.edu](mailto:kurt.mcmullin@sjsu.edu)).
2. Katrice Gibbons at GAPE to receive a copy ([katrice.gibbons@sjsu.edu](mailto:katrice.gibbons@sjsu.edu)).
3. Civil Engineering Department to receive a copy ([civil-engineering@sjsu.edu](mailto:civil-engineering@sjsu.edu)).
4. Student personal email as a receipt that Candidacy has been routed.

As of 2/1/2021, the student's Academic Adviser is no longer required to review and sign the Candidacy Form.

**Required Signatures**

Student \_\_\_\_\_ Date 2/22/2021 **For Official Use Only**

Signature (certifies accuracy of the information provided) \_\_\_\_\_  
The signatures below indicate approval.

Projector/Thesis Advisor (if required by your department)  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Grad Advisor (Grad Coordinator)  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

GAPE Evaluator  
 Approved  Denied Name \_\_\_\_\_