Degree Candidacy Application

Name _______________________________ (Last) _____________ (First) _____________ (M.I.) _____________

Street _______________________________ City _______________________________

State/Providence ______________________ Country ____________ Postal Code ____________

BUFFALO STATE COURSES

<table>
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<tr>
<th>Catalog #</th>
<th>Course Title</th>
<th>Credit Hrs</th>
<th>Grade</th>
<th>Anticipated Completion Date</th>
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CULMINATING WORK: Insert Department Prefix

__ 690  ___________ Research Methods

OR

__ 695  ___________ Master’s Thesis (3-6 credits)

MINIMUM PROGRAM REQUIREMENTS 30 CREDIT HOURS

TRANSFER CREDIT

The following courses completed at OTHER INSTITUTIONS are presented for evaluation as part of the master’s degree (15 credit hours maximum). See page 2 or current Graduate Catalog for regulations.

<table>
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<tr>
<th>Name of Institution</th>
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This program as outlined above has been reviewed. The applicant agrees to complete the program as described in order to meet the degree requirements and to abide by all regulations published in the graduate catalog.

Date _______________ Candidate ____________________________ Signature _______________________

Date _______________ Principal Advisor ____________________________ Signature _______________________

Date _______________ Advisor ____________________________ Signature _______________________

Date _______________ Advisor ____________________________ Signature _______________________

Date _______________ Interim Dean, Graduate School ____________________________ Signature _______________________
Degree Candidacy Application Directions

Candidacy is a written agreement outlining the student’s plan of study and all courses on the approved candidacy are the requirements for the master’s degree.

Submission Requirements

- Submit the approved candidacy application after the completion of 6 credit hours at Buffalo State and before the completion of 12 credits. Transfer credit is not counted in this total. Full-time students should submit approved candidacy immediately after their first semester grades are posted.
- A minimum of 30 credits hours, including the master’s project or thesis, is required.
- Minimum GPA of 3.0 is required for admission to degree candidacy.
- Only matriculated students may apply for degree candidacy.
- Write in the department prefix in which the master’s project or thesis will be completed on the line in front of the option being completed.
- If requesting transfer credit, write the course information in the Transfer Credit section on the candidacy application and submit **sealed official transcripts** from the institution where the course(s) was completed to the Graduate School Office along with the approved application.
  - A maximum of 15 credits may be requested for transfer credit.
  - If the transfer course will be completed in a future semester, you must submit the official transcript immediately after the grade is posted.
  - Only grades of A or B for graduate-level courses from regionally accredited institutions may be considered for transfer credit.
- Candidacy applications must be approved by all three advisory committee members prior to submission to the Graduate School Office.

Submit completed and approved candidacy application to the Graduate School, Cleveland Hall 204. Failure to submit approved candidacy to the Graduate School by the completion of 12 credits at Buffalo State will result in a registration hold being placed on your record.

Candidacy and Degree Requirements:

- A minimum of 30 credit hours total including the master’s project or thesis.
- A minimum of 15 credit hours of 600 or 700-level coursework.
- A maximum of 6 credits of Independent Study (XXX 590) may be included.
- A maximum of 6 credits of workshops (XXX 594), conferences (XXX 596), or micro courses (XXX 598) may be included.
- A minimum GPA of 3.0 is required for graduation. No grade lower than C is acceptable to meet degree requirements.
- Completion of all coursework and degree requirements within the 6-year period immediately preceding a student’s graduation.
- Official transcripts for approved transfer credit must be submitted to the Graduate School Office.
- Changes in an approved degree candidacy must be requested on a Change in Candidacy Form. Changes must be approved by your principal adviser and one member of the advisory committee. Change forms are available online at www.buffalostate.edu/graduateschool or in the Graduate School Office, Cleveland Hall 204; e-mail: gradoffc@buffalostate.edu.