Instructions for Master’s Advancement to Candidacy Petition – Fall Trial

The student:

• Completes top portion of ATC form.

• Student turns in to the department prior to the Friday of the second week of the quarter in which the degree is anticipated.

Departmental staff then:

• Complete top portion of ATC form if preparing on behalf of the student.

• Print out transcript for the student at the time the petition is submitted.

• The student and/or departmental staff then:

  o Highlights all courses to be applied to the master’s advancement to candidacy
    OR

  o Crosses out any courses that will not be applied to the student’s master’s advancement to candidacy.

• Obtain authorized faculty or staff graduate adviser’s signature.

• Attach any relevant petitions.

• Submit ATC to the Registrar’s Office for processing.

  o Departments are encouraged to submit the ATC by the end of the fourth week of classes.

9/20/13