

Date	Candidate	Signature
Date	Principal Advisor	Signature
Date	Advisor	Signature
Date	Advisor	Signature
Date	Associate Provost and Dean of the Graduate School	Signature

Degree Candidacy Application Directions

Candidacy is a written agreement outlining the courses necessary to receive a degree. All students pursuing a master's degree must apply for and be admitted to candidacy after the completion of 12 graduate level credit hours but before the completion of 15 graduate-level credit hours. A degree candidacy application must be approved by the principal advisor, advisory committee and the graduate school dean.

Failure to develop an approved program and be admitted to candidacy before the completion of 15 graduate-level credit hours could restrict further registration.

Requirements for admission to candidacy:

- Submit the completed candidacy application to International Graduate Programs for Educators upon completion of 12 credit hours but before the completion of 15 graduate-level credit hours. Transfer credit is not counted in this total.
- If the cohort schedule is incomplete, "To Be Determined by School" should be included on the Candidacy form. If admitted after cohort schedule has begun, list all of the courses at the school. Be sure to include Buffalo State, SUNY course titles and any additional courses you would like to have for possible transfer credit.
- 30 credit hours including SPF 689 Methods & Techniques of Educational Research and EDU 690 Master's Project.
- Transfer credit requests should be presented for consideration at this time. 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 International Graduate Programs for Educators. Only grades of B or better will be accepted for transfer credit.
- A minimum cumulative GPA of 3.0 (B grade) in all graduate-level coursework. No grade lower than C is acceptable to meet degree requirements.
- Removal of all deficiencies and incomplete (I) grades.
- A minimum of 15 credit hours of coursework at the 600-700 level is required.
- Students must register for and complete at least one graduate course within four academic semesters (fall/spring) or they will be dropped from the program and must apply for readmission. Reapplication must be made in accordance with the established deadline dates and current admission requirements.
- All coursework and degree requirements must be completed within the six-year period immediately preceding a student's graduation including transfer courses. Coursework completed more than six years prior to date of graduation cannot be used to satisfy degree requirements.

Graduate candidacy forms require the approval signatures of all three advisory committee members prior to submission to the Graduate School Office. This ensures the accuracy of the proposed program and compliance with academic policy.

Changes to Approved Degree Candidacy

Once the candidacy form has been approved, changes can be requested on a Request for Change in Approved Graduate Degree Program 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/ilsc or by contacting the International Graduate Programs for Educators office.

e-mail: Intlearning@buffalostate.edu.