

Instructions for Filling out the Candidacy Form

NOTE: When filling out the Candidacy Form, you must follow the instructions given here. Approval of the Candidacy Form will be delayed if you fail to do so.

After completing the form, submit it to the ME Office for approval. The ME Department staff will route it for approval by the ME Graduate Program Coordinator and forward your form to GAPE. A Graduate Evaluator from GAPE will inform you by email within a week to let you know if your form has been approved or if you need to take further action.

Here are the step-by-step instructions for the Candidacy Form.

Student Information: Under this heading, enter your personal information. (Instructions are given in it.)

Degree Information

Degree sought: MSME

Concentration: Leave it blank

Means of satisfying Graduate Writing Assessment Requirement. Course Prefix, Catalog No.: All MSME students must satisfy the Graduation Writing Assessment Requirement (GWAR). This requirement must be completed before a student can be admitted to candidacy. The ME Department recommends that all current MSME students satisfy the GWAR requirement by taking ME 201. Learn more [in the Catalog](#).

Plan: Check A if you have opted for thesis and B if you have opted for project.

Proposed Graduate Degree Program

A. **Courses** (including all SJSU courses taken and those that will be taken for degree credit; leave "grade" section blank for current and future classes)

Provide a list of 9 courses (27 units total) that you would like to be considered as your degree program.

Here is an example of how to list a course:

Course prefix/No.	Title	Units	Grade	Semester/Year
ME 230	Add Mechanical Eng. Analysis	3		F22

NOTE: This section should contain a list of only 27 units, no more no less (including ME 295A for the Project option B, and ME 299 for the Thesis option A)

B. **Culminating Experience**

Check the top box if you are completing a thesis (ME 299) or a project (ME 295B). Enter the number of units (1.5) in the box for "Total Units".

In the third column under "Total Units", enter 3.

Leave the rest of the columns blank

C. **Transfer Courses**

Provide the needed information; the columns and headings are self-explanatory

D. **Required Signatures**

Review the form for any errors and the sign it before submitting it to the ME Office via email (engineering@sjsu.edu)