



## **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. Advisory committee must be comprised of faculty representing at least two of the college's four schools – Arts and Humanities, Education, Natural and Social Sciences, and Professions. Final approval is given by the Dean of The Graduate School.

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 12 credit hours in a discipline that offers a master's degree.
- A maximum of 18 credit hours in a discipline that does not offer a master's degree.
- 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