

# Advancement to Candidacy Checklist

Humanities Master of Arts  
California State University, Dominguez Hills



Use the checklist below to make sure that you have met all of the requirements at this point in your program. This is provided for your records; do not send this to HUX.

## **I have submitting the following Advancement to Candidacy materials:**

- Advancement to Candidacy Program Form
- Guidelines and Contract Curriculum (A or B) Form
- Advancement to Candidacy Exam (both first and second essays)

## **I have met the following requirements before submitting my Advancement to Candidacy request:**

- Satisfied the GWE requirement
- Possess a GPA of 3.0 or higher at present
- Received approval for any transfer units indicated on the Program Form
- Completed or nearing completion of half of your program

Send the materials to:

CSU Dominguez Hills  
Humanities Master of Arts Degree external program SAC 2/2126  
Attn: Advancement to Candidacy Processor  
1000 E Victoria St.  
Carson, CA 90747

Allow **eight to ten weeks** for processing of your Advancement to Candidacy request. Incomplete forms and materials will put your ATC on hold. If you have questions or concerns, contact the HUX office (310-243-3190).

## **Thesis/Project Proposal Preparation Course (HUX 598)**

Those students who have finished or are near finishing their Phases I and II courses may wish to move directly into Phase III and HUX 598. Be aware that you must meet the following requirements to enroll in 598.

### **You must meet the following requirements before you can enroll in HUX 598, the beginning of HUX Phase III:**

- Be approved for Advancement to Candidacy
- Submit a completed HUX 598 contract and accompanying materials (Note that **you may submit a 598 proposal before you are approved for ATC**. You just may not enroll in the course until the 598 is approved.)
- Complete all courses (including outstanding Incompletes) prior to HUX 598 as indicated on your ATC Program Form (in some cases, with HUX Coordinator approval, you may take your final Phase I or II course concurrent with HUX 598)
- Satisfy the conditions to remove any holds on your record as indicated by the university or the HUX office
- Pay the course fee once you been informed that a mentor has committed to the project.