

MA Contract for Graduate Program of Study

Name: _____ Student ID#: _____

Address: _____

Phone: _____ Email: _____

Conditional Status Options: Choose 12 Units from the options below with approval of advisor.* 12 Units

<p>Sem / Year _____</p> <p>_____ DES 300 Design Process</p> <p>_____ DES 321 Technical Drawing I: Intro to CAD</p> <p>_____ DES 322 Computer Graphic Imaging</p> <p>_____ DES 324 Research and Writing for Design</p> <p>_____ DES 325 Graphic Design I: Introduction</p> <p>_____ DES 327 Digital Media I</p> <p>_____ DES 360 Model Development Laboratory</p>	<p>Sem / Year _____</p> <p>_____ DES 410 Product Design II</p> <p>_____ DES 421 Technical Drawing II: 3D Solid Modeling</p> <p>_____ DES 425 Graphic Design II: Typography</p> <p>_____ DES 432 Electronics I</p> <p>_____ DES 460 Rapid Prototyping & Manufacturing Sys.</p> <p>_____ Other _____</p> <p>_____ Other _____</p>
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Graduate Program Requirements: 12 Units**

Pass the GRE (Analytical Writing Exam), or enroll in Graduate Writing Course (EG DES 724) within the first two semesters of Graduate Study). This course does not count toward graduation requirements, and cannot be used on your Advancement to Candidacy (ATC) form.

- _____ DES 700 Seminar in Design Research (completed the first semester of enrollment)
- _____ DES 755 Seminar in Design Management (pre-requisite for DES 755 is DES 700)
- _____ DES 800 Seminar in Design Topics (pre-requisite for DES 800 is DES 755)
- _____ DES 852 Directed Experience (taken the semester before Culminating Experience)

Required DES Graduate Core: Choose one class from the list below. 3 Units**

- _____ DES 805 Seminar Design Methodology
- _____ DES 899 Independent Study

Culminating Experience - DES 894 Creative Work Project / DES 898 Masters Thesis 3 Units

It is required that you have a signed ATC (Advancement to Candidacy) form and Culminating Experience Proposal on file the semester before enrolling in a Culminating Experience, DES 894 or DES 898.

Graduate Elective: Select 3 Units of graduate level (700 or higher) class. 3 Units**

1. _____

Electives: Select 9 Units of upper division undergraduate (300 or higher), or graduate level classes. 9 Units**

- 1. _____
- 2. _____
- 3. _____

NOTE: DES 805 and DES 899 can be applied once as a Graduate Core requirement and once as an Elective.

- It is recommended that you have 6 units or less to take before you enroll in a Culminating Experience.
- All courses must be completed within 5 years, starting with the first graduate course accepted into the program.
- *A minimum grade of "C" in course work is required to meet Conditional Status in all classes.
- **A minimum grade of "B" in course work is required to meet ATC standards in all classes.

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Graduate Coordinator Signature _____ Date _____

San Francisco State University Master of Arts in Design Bulletin Policies

- For incoming MA students without design or industrial technology backgrounds, 12 conditional status units are required by advisement, encompassing such areas as product design, graphic/visual communication, and basic tools, materials, processes knowledge and skills.
- A student is advanced to candidacy for a degree when the Advancement to Candidacy (ATC) is accepted and approved by the Dean of Graduate Studies.
- All conditions placed on conditionally classified status must be satisfied before a student develops an ATC.
- For Conditional Status students (42-unit), there is a Conditional Status Review before student is eligible to enroll into 800 level coursework.
- ATC and Creative Work Project (CWP) Proposal should be filed the semester immediately preceding registration for the final six units of graduate work. It is the student's responsibility to monitor his/her own progress and to work with appropriate Department advisors, filling out appropriate University forms as necessary, and meeting published deadlines.
- No degree will be awarded where the minimum number of units specified for the degree have not been completed.
- The ATC may not include more than 12 semester units of work taken before classified status was obtained in the major program in which the degree is to be earned.
- A 3.0 GPA is required for course work listed on the ATC and must be maintained in all post-baccalaureate work taken at SF State University.
- A minimum grade of "B" in course work is required to meet ATC Graduate Program requirements. Course work with grades of "C" or better for Conditional Status coursework only. Grades of "C-" and lower may not be included.
- The ATC must specify a final demonstration of competence such as a thesis, a field research project, a comprehensive examination, or an approved culminating experience.

The Advancement To Candidacy: Completing your ATC form is a required step toward graduation. The ATC must be approved by your Graduate Advisor and Graduate Program Coordinator before it is submitted to Graduate Studies for evaluation and approval.

Completing the ATC Form: After ensuring that the ATC is appropriate for your Bulletin year, enter specific courses where a choice is offered, and complete all sections, including computing the total units. ATC forms are online at <http://grad.sfsu.edu/content/current-students/current-student-forms>

ATC Requirements: The ATC is a list of all courses required by the department/ program to earn the degree. The requirements for the ATC are:

- A minimum of 30 semester units, or more as required by your program.
- At least 18 units of coursework taken within the department offering the degree program.
- At least 50% of the units must be from exclusively graduate level courses.
- Another 20% of the units may be from either exclusively graduate or paired courses (mixed graduate/undergraduate courses). In a paired course, you must enroll in the graduate level of the course, which is 700 and above.
- A final 30% of the units on the ATC may be from upper division undergraduate courses, paired, or regular graduate courses. If enrolled in an undergraduate courses, you must complete additional coursework as specified by the instructor. No lower division coursework (299 or below) is allowed. No more than 30% of coursework maybe taken for credit/no credit.
- A maximum of six semester units that includes any combination of extension work, credit by examination, and/ or transfer work for a 30-unit program.
- A maximum of 12 units from an SF State University-sponsored graduate exchange program in a 30-unit degree program, if accepted by the department and the Dean of Graduate Studies. Exchange work must be at the graduate level. Students using 12 units of exchange work on their ATC may not, in addition, use any transfer work, extension or credit by examination.
- No more than six units of 899 work, or more than six semester units of credit in experimental courses.
- A maximum of four student-teaching units—graduate level and applicable to the discipline.
- No pre-requisite coursework is allowed.

Transfer Credit from Other Institutions: Transferring graduate units from another university to SF State University must be approved by the School and the Division of Graduate Studies. You must submit the Transfer Unit Evaluation form to the Graduate Studies office, along with an official transcript from the other institution. The coursework cannot have been completed more than five years prior to the intended semester of graduation. Once expired, transfer units cannot be used toward a degree at SF State University. Transfer units cannot have been used for a previous degree. For more information visit - <http://www.sfsu.edu/~gradstdy/unit-evaluation.htm>

Filing Your ATC

- You must submit the ATC before you complete your last six units, and before enrolling in your Culminating Experience.
- The ATC must be signed by your Graduate Advisor and Graduate Program Coordinator before it is submitted to the Division of Graduate Studies for final approval.
- You must report any proposed changes to the Division of Graduate Studies using the Petition for ATC Substitution. Requests for substituting, adding or removing courses must be approved by the Division of Graduate Studies.
- If you have conditional admission status, a signed ATC will mean that all outstanding conditions have been met.
- Your ATC remains valid only if you maintain continuous enrollment in the University as defined in the Bulletin. If readmitted after an absence, you must complete a new ATC that meets current curricular requirements.
- The ATC (including all courses, other requirements, and filing an Application for Award of Degree) must be completed within a five-year period from the beginning of the term of the earliest course listed on the ATC. No credit will be considered for course work taken more than five years prior to the date when the Master's Degree is to be awarded.

After you have registered for the Culminating Experience course, you will not be required to enroll again during the following semester; this is a one-semester grace period while working on the Culminating Experience. If you do not complete the Culminating Experience within the two semesters allotted*, you are required to maintain continuous enrollment through the College of Extended Learning (CEL) until you earn your degree. The five year "time to degree" rule will be in effect.