California State University Long Beach
Department of Electrical Engineering

Application for Advancement To Candidacy (ATC)

Form
A T C

What is Advancement to Candidacy (ATC)?

The advancement to candidacy (ATC) acknowledges your potential to successfully complete your Master of Engineering in the Electrical Engineering department. It also signifies that you have completed most of your program required courses.

When you apply to be advanced to candidacy, you choose the program concentration and present the university with your academic plan for graduation.

What is the purpose of the ATC Form?

The ATC Form presents an agreement between you and the University specifying what you have achieved and what you will accomplish to earn your Mater of Science in Electrical Engineering (MSEE). This agreement specifies the intended work and timeline of your plan of study to successfully complete your program.

Who is eligible to apply?

To be advanced to candidacy, you:

1) Must have completed 9 units of the graduate "required courses" with a grade "C" or better.
2) Must have cleared any deficiencies.
3) Must be in good academic standing (not on Academic Warning) with a minimum GPA 3.0.
4) Must be currently enrolled.

What supplement documents should you submit?

You must submit a recent copy of an unofficial CSULB transcript along with this form.

When to apply?

You must apply at least one semester before the semester you apply for graduation.

How to apply?

Email the completed ATC form along with supplement document to EE office (dyani.park@csulb.edu). You will be notified when your ATC application has been approved.

Important notes:

Please note that you must be advanced to candidacy:

- to be eligible to enroll in EE 697, EE 698, ENGR 691, or take your Comprehensive Exam.
- to be eligible to officially apply to graduate with Enrollment Services.
- at least one semester before you graduate.

How to fill out the ATC Form:

1. Carefully type or print legibly all requested information.

2. Answer all questions fully, completely and accurately.

3. If you need extra space, to complete any item(s) within this application, use extra pages. Clearly indicate which item(s) you used extra page(s) for. Attach your extra page(s) when you submit your form.

4. For items (D) and (G),

    4.a. List "ALL" courses you have taken, are taking, or plan to take. The university wants to see your entire academic plan.

    4.b. For "ALL" courses, complete all the information. Include grade and semester for those courses you have taken. Include the semester for your current or future courses according to your study plan. If you currently do not have the grade (for current or future courses), type or print "N/A."

    4.c. Listed are the five MSEE required courses. Although you'll need all five (15 units) listed required courses to graduate, you'll only need to complete 3 of those 5 required courses (for 9 units) to be eligible to Advance to Candidacy.

    4.d. For Comprehensive Exam Path, you'll need to list all 500-level or 400-level courses in the remaining space.

    4.e. For Thesis Path, among the list of all your courses, you'll need to list 6 units (two complete sections) of EE 698.

    4.f. As a reminder, EE 490, EE 405, or EE 400 are not accepted as required courses.

5. Item (H), Advancement Effective Semester, is the semester you are applying for candidacy. List this date by semester and year, for example, Spring 2024.

6. Item (I), Seven-Year-Rule Effective Semester, is the semester seven years after you entered your MSEE program, minus one semester. If you are unsure, please check your transcript. For example, if you started in Spring 2019, you would add seven years (Spring 2026) minus one semester (Fall 2025). This is because you must apply for ATC one semester prior to graduating. Please ask the EE office for assistance if you need help.

ATC Application Form

A. General information:

    1) Last Name: 2) First Name:

    3) Student ID: 4) CSULB Email:

B. Degree currently held (title, institution, and date):

C. Your current GPA?

D. Were you supposed to take any deficiency courses: ☐ Yes, ☐ No

    If yes, 1) Have you completed all your deficiency courses: ☐ Yes, ☐ No

        2) List all your deficiency courses (taken or plan to take)

Course No.	Deficiency Course Title	Grade	Semester

E. What is your choice of MSEE concentration (Choose one):

        ☐ Power & Control Systems,

        ☐ Electronics & Digital Systems,

        ☐ Communications, DSP & Machine Learning

F. Which culminating activity path are you taking (Choose one):

        ☐ Comprehensive exam path,

        ☐ Thesis path

ATC Application Form

G. List your academic plan in detail (list all courses you have taken, are taking, or you plan to take):

Course No.	Course Title	Units	Grade	Semester
EE 508	Probability Theory & Random Process			
EE 511	Linear Systems Analysis			
EE 531	CMOS Electronics			
EE 554	Power Systems Applications			
EE 588	DSP for MIMO Communication Systems			

H. Advancement effective semester?

I. Seven-Year Rule effective semester?

_____

By signing (digitally or physically) this document, I, _ _ _ _ _ _ _ _ _ _ _ _, certify that all the information in my application and any document submitted with it are complete, true, and correct.

Student Signature: _____   Date: _____