

Master's Degree - Procedural Steps

Each of the following steps are sequential and mandatory:

Apply for Admission to the University For information regarding admission to San Diego State University, please see the [Graduate Admissions webpage](#).

Attain Classified Graduate Standing

You must submit a satisfactory score on the GRE General Test before you can be granted classified standing. Instead of the GRE, the GMAT is required for classified standing in the College of Business Administration. Some departments require other subject tests as well, contact your department graduate adviser. Contact the [Test Office](#), 594-5216, for further details.

If you were given classified status at the time of your admission, skip to next step.

If you were admitted with postbaccalaureate unclassified status, file an Application for Classified Graduate Standing (CGS) in the Graduate Division when you are eligible for classification.

If you were admitted with conditional classified status, ask your graduate adviser to submit a Change of Status form to the Graduate Division when you have fulfilled the conditions specified at the time of your admission.

Submit an Official Program for the Master's Degree

An Official Program of Study must be submitted prior to or concurrent with the time the student wishes to be considered for advancement to candidacy.

An official Program of Study should be submitted as early as possible but no later than the semester prior to anticipated graduation.

Any deviation from the specific master's degree requirements listed in the Graduate Bulletin should be requested on a Petition for Adjustment of Academic Requirements.

Any change made in the official program after it is approved must be made on a Request for Change in Official Program form.

Attain Advancement to Candidacy

Your eligibility for advancement to candidacy will be reviewed at the time your official program is approved. If eligible, a form will be sent by the Graduate Division to your graduate adviser, who will make a recommendation and return it to the Graduate Division.

If not eligible for advancement at the time your Official Program of Study is approved, your file will be reviewed for advancement to candidacy by the Graduate Division at the end of each semester.

You must be advanced to candidacy before you will be allowed to form your thesis committee officially or sit for the comprehensive examination.

Submit an Appointment of Thesis/Project Committee Form (for Plan A students only)

Once you are advanced, obtain the Appointment of Thesis/Project Committee form from the Graduate Division, secure the required signatures, and return it to the Graduate Division for approval.

Obtain the schedule number for Thesis 799A in the Graduate Division Office once your Appointment of Thesis/Project Committee has been approved.

You must be registered in Thesis 799A or Thesis Extension 799B during the semester you plan to submit your thesis. Graduate Division and Research will give you schedule numbers for thesis enrollment.

Consult the SDSU Masters Theses and Projects: A Manual of Instructions (available at Aztec Shops Bookstore) for policies and procedures on preparing theses and projects.

Pass Required Final Examination

If you are Plan A Thesis, a thesis defense may be required.

If you are Plan B, a comprehensive examination will be required. The department will notify Graduate Division that you have passed the exam.

Apply to Graduate

Graduation is not automatic upon completion of degree requirements. Applications for graduation are available via your Web Portal account. Consult the Academic Calendar or Graduate Bulletin for filing deadlines. If your Web Portal account does not allow you to apply for graduation please contact the Graduate Division directly gra@mail.sdsu.edu.

If you do not graduate in the term for which you applied, you must reapply in the subsequent term you expect to graduate.