



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.

### **Candidacy and Degree Requirements:**

- Official Buffalo State prefix, number, and title must be listed.
- A maximum of 30 credit hours, including the master's thesis is required.
- A minimum of 15 hours of graduate work must be completed in 600-700 level courses.
- A maximum of 15 credit hours may be taken 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 special topics (XXX 598), 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.
- All coursework and degree requirements must be completed within the six-year period immediately preceding a student's graduation.
- Students must complete a) a research methods courses and b) a supervised master's project. Write in the department prefix and course number for the research methods and master's project that will be completed.
- Submit candidacy application before the completion of 12 credits. Transfer credit is not counted in this total.
- **Transfer Credit:** Transfer credit requests should be presented for consideration at the time of application or as soon as the coursework is 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 Studies office.
  - 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 B or better for graduate-level courses from regionally accredited institutions may be considered for transfer credit.
  - Approved transfer credit will be entered in Banner and viewable in Degree Works.

**Submit completed candidacy application to the Graduate Studies office. Failure to submit candidacy to the Graduate Studies office by the completion of 12 credits at Buffalo State may result in a registration hold being placed on your record.**

**SUNY Buffalo State  
Graduate Studies  
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Cleveland Hall 204  
Buffalo, NY 14222  
gradoffc@buffalostate.edu**