

MPA Forms Checklist

Throughout your academic career, several forms are required to maintain proper record keeping and ensure a successful program. You should meet regularly with the academic advisor/supervisory chair, who can assist you with ensuring that all required forms are on file in a timely manner.

Completed?	Form	Required or as needed	Notes
	Application for Admission to Candidacy (AAC)	Required	Filed first month in semester prior to anticipated graduation.
	Application for Graduation	Required	Completed online at https://my.boisestate.edu - deadline is usually at beginning of the semester in which you anticipate to graduate.
	PPA Program Development Form	Required	Please fill this out after completing 9 credits in the program.
	Application for Practicum/Internship	Required in order to get credit for an internship	You must fill out this application in order to register for PUBADM 590 and get credit for your internship. The application must be filled out by the 10th day of classes for that semester.
	Program Advisor Change	<i>As needed</i>	PPA Form
	Program Change Request	<i>As needed</i>	You should fill this out who would like to pursue a different graduate program at Boise State University.
	Request for Adjustment of Academic Requirements (RAAR)	<i>As needed</i>	Students need to fill out a RAAR when they want to change the list of courses required for completion of the degree approved on the Application to Candidacy.
	Request for Approval of Transfer Credits	<i>As needed</i>	Students need to complete this when they are request credits be transferred from another university or program.

	Request for Catalog Year Update	<i>As needed</i>	Students should complete this when they want to update their catalog year. The catalog year provides the degree requirements necessary to graduate.
	Request to Repeat a Graduate Course (PDF)	<i>As needed</i>	To ask to repeat a course, a student submits this form to the Registrar's Office after approval from the program coordinator.
	Internship Waiver	<i>As needed</i>	If you believe your work/volunteer experience meets the requirements for the program you can request a waiver here:
	Application for Reading and Conference 595 (PDF)	<i>As needed</i>	To take a Reading and Conference course return this form to the Registrar's Office.
	Application for Graduate Independent Study (PDF)	<i>As needed</i>	Use this form to obtain credit for an advanced study of a specialized topic through independent study.
	Application for Directed Research (PDF)	<i>As needed</i>	This form is for students who wish to conduct directed research that is not part of their thesis or dissertation.