GUIDELINES
C.A.G.S. CANDIDACY FORM

The purpose of the C.A.G.S. Candidacy is to plan your course of study. It must be approved by your Academic Advisor and the Director of Graduate Programs in Education before it can be placed on file in the Registrar’s Office. Because this form includes proposed courses, courses can be changed at a later date with your advisor’s approval. If you change your concentration, a Request for Change of Concentration or Licensure form must be submitted (found in our office or on the web: www.smcvt.edu/graduate/forms).

• List the Saint Michael’s College courses you have taken, plan to take and those you wish to transfer from another institution with the number of credits and grade (if completed) for each course. List completed courses first.

• You must select a specific C.A.G.S. concentration, and your credits must total 30 (or the total required for your chosen concentration, i.e. Arts in Education, Curriculum, Reading, School Leadership, or Special Education).

• If you wish to transfer credits, complete the Transfer of Credit form (found in our office or on the web: www.smcvt.edu/graduate/forms) and submit it with the official transcripts. Include $15.00 for each transfer credit.

• Be sure to attach your “Statement of Goals” when you submit this form. (A one page statement indicating the reason you are seeking Candidacy in the Graduate Education program. Be specific in describing your personal and professional goals, and how you believe your proposed course of study will help you meet them.)

If you have any questions about the C.A.G.S. Candidacy process or this form, please contact your Academic Advisor.

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GRADUATE PROGRAMS IN EDUCATION  
Course Plan for Certificate of Advanced Study (CAGS)  

Student Name ___________________________________________________  Student I.D. ____________________  
Address ______________________________________________________ Home Phone ______________________  
Email______________________________________________ CAGS Concentration: __________________  

List of COMPLETED and PROPOSED COURSES for C.A.G.S. (List courses already taken first.)  

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<th>Course No.</th>
<th>C.A.G.S. COURSES</th>
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Institution | Course No. | PROPOSED TRANSFER* C.A.G.S. COURSES | Credits | Semester | Grade |
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Official Transcripts for transfer of courses must be on file with the Registrar. You must complete a *Transfer of Credit form; go to [www.smcvt.edu/graduate/forms](http://www.smcvt.edu/graduate/forms).  

☐ I have completed a Transfer of Credit form, if needed, and included my $15.00 per credit transfer fee.  
☐ Total Proposed CAGS Credits: ___________ (Must be at least 30 credits)  
☐ Attached Statement of Goals (see explanation in guidelines).  

Student Signature: ______________________________  Date Submitted: _______________  

Advisor’s Signature: ______________________________  Date: _______________  

Director’s Signature ______________________________  Date _______________