

agricultural projects). All *work experience* and *internships* are graded on a credit/no credit basis. Normally, a maximum of 6 semester units of work experience/internship is allowed for credit toward a Business Administration major unless the business option specifically allows more units.

4. A maximum of 24 semester units at CSU, Fresno is allowed for *CR/NC* grading, excluding Credit by Examination. (See *Credit/No Credit Grading* for other limitations.)
5. A maximum of 30 semester units is allowed for Credit by Examination (excluding Credit for Advanced Placement Examination).
6. A maximum of 24 semester units is allowed for credit through Extension and/or correspondence coursework.
7. A maximum of 6 semester units is allowed for independent study coursework.
8. A maximum of 6 semester units is allowed for coursework in typing/keyboarding.

### Second Baccalaureate Degree or Undergraduate Major Requirements

A postbaccalaureate student (i.e., one who already holds a bachelor's degree) may pursue a program leading to an additional baccalaureate *degree* or undergraduate *major*. Each student is urged to consult with a departmental adviser and with the Division of Graduate Studies and Research to determine whether a second baccalaureate or graduate program better meets his or her needs.

- A postbaccalaureate student seeking an additional undergraduate *degree* must complete the following requirements:
  1. A minimum of 30 units in residence at CSU, Fresno since completion of the most recent degree.
  2. All state and university requirements for that degree, including English 1, General Education, United States Constitution and California state and local government, American history, and the upper division writing skills requirement. These requirements may be met by courses taken in the student's undergraduate program.
  3. All units required in the major. No credit may be applied from courses taken for an earlier degree. If required major courses were previously taken, the student must substitute, with the approval of the department, additional major courses. Graduate level courses (200 series) may not be applied toward the requirements for a second baccalaureate degree or additional undergraduate major.
  4. At least 12 units in the major in residence at CSU, Fresno since the last baccalaureate degree. Departments may set higher requirements.
  5. Filing of an undergraduate degree application and payment of graduation fee.
- B. A postbaccalaureate student seeking an additional undergraduate *major* must complete numbers 3 and 4 above. The transcript will indicate that all coursework for the additional major has been completed. A student pursuing a second baccalaureate *degree* or additional undergraduate *major* cannot select the catalog or bulletin used for the initial undergraduate degree. If the student does not remain in continuous attendance, the requirements will be those in effect at the time the student re-enters the university or completes the program (see *Choice of Catalog*).

- C. A postbaccalaureate student may not earn a minor or a second minor.
- D. Second baccalaureate students are not considered for university honors.

**Postbaccalaureate Credit.** Upper-division and/or graduate level units earned at CSU, Fresno in the semester or summer session in which the bachelor's degree is granted are automatically listed on the student's permanent record as postbaccalaureate credit with the following exceptions:

1. Provided the courses are not needed for the bachelor's degree.
2. Provided the student is neither on academic probation nor academic disqualification at the beginning of the final term.
3. Units are not in excess of stated maximum limitations (e.g., six units of independent study).

In addition, only credit for courses in which grades *A*, *B*, *C* or *CR* are earned may be counted; no course may have its credit divided between baccalaureate and postbaccalaureate programs, and use of such credit for graduate degrees at CSU, Fresno requires special approval and is limited to a maximum of 10 units. (See *Graduate Studies and Research — Advancement to Candidacy*.) The amount of postbaccalaureate credit allowed may not exceed one-third of the required units for the master's degree. Only students with graduate standing may enroll in the following courses: 290, 298, 299. Use of postbaccalaureate credit for other purposes is to be determined by the appropriate authority.

### Graduation

Students who anticipate meeting degree requirements by the end of a term should complete the following steps at the beginning of that term:

1. Obtain and file a completed application for a degree (with appropriate fees) with the Evaluations Office. See *Academic Calendar* for filing dates and deadlines. Failure to apply before the final deadline will delay the granting of the degree.
2. Request the Records Office public contact windows to transfer CSU, Fresno Extension units to the permanent record.

The Evaluations Office, considering the student's prior and current work, checks the student's application for a bachelor's degree against requirements and reports to the student regarding his or her eligibility for the degree. In the case of graduate degrees, this clearance is given by the graduate office. A degree is not awarded to a student with an *I* grade remaining on his or her record. A student receiving an *I* grade during the final year that has not been completed (or changed to an *F* grade) by the appropriate clearance deadline will not be considered for graduation that semester and must reapply for the degree. (See *Incomplete*.)

In order to be eligible for graduation, the student must:

1. Submit an application for the degree and pay the graduation fee.
2. Have been approved for graduation by the faculty.
3. Have met all financial obligations to the university.
4. Have completed with appropriate scholastic standing all courses required for the degree. Graduates receive their official diplomas by mail.