

to determine if a standardized test is required. This information is also available at <http://www.fresnostate.edu/academics/gradstudies>

Applications and information concerning the GRE as well as the MAT and GMAT are available through the Testing Services office in the Family Food Sciences Building, Room 110. GMAT information is available in the Craig School of Business Graduate Office in the Peters Building, Room 183.

It should be noted that an applicant's standardized test scores will not constitute the sole criterion according to which an admissions decision will be rendered. However, some departments, particularly in the sciences and engineering, may give more importance to standardized test scores than departments in other fields.

### **Change of Graduate Degree Objective**

Postbaccalaureate/graduate students who intend to change their major or degree objective or add a second objective must complete and file an Add or Change Graduate Degree or Certificate of Advanced Study Objective, which includes a fee payable at the cashier's window in the Joyal Administration Building. These students must meet the admissions requirements of the new program. The application for Add or Change Graduate Degree or Certificate of Advanced Study Objective is available in the Division of Research and Graduate Studies, Frank W. Thomas Building, Room 130, or on the website at <http://www.fresnostate.edu/academics/gradstudies>.

### **Second Graduate Degree**

Students planning to engage in study toward a second graduate degree must obtain prior approval from the graduate dean. Students may not earn a second graduate degree in the same field. Coursework used to satisfy the requirements of one degree may not be used to satisfy the requirements of the second degree.

### **Double Major Objectives**

Those graduate/postbaccalaureate students pursuing more than one objective (i.e., two graduate degrees) must notify the Division of Research and Graduate Studies so that appropriate student standing may be noted with departments concerned.

### **Certificate of Advanced Study**

A Certificate of Advanced Study may be earned in a limited number of approved, nondegree programs. Such programs provide useful coursework and professional experiences that emphasize the acquisition of advanced technical skills of a practical, applied nature. For a current list of such programs, consult the Division of Research and Graduate Studies, 559.278.2448. Applicants to a Certificate of Advanced Study program must meet the specific admission requirements of the individual program and the university. These include admission to postbaccalaureate standing and the submission of relevant test scores, if required.

A Proposed Program for the Certificate of Advanced Study form must be on file in the Division of Research and Graduate Studies office immediately following completion of the first semester/term of certificate coursework. The submission of the proposed program is important because it gives a student permission to proceed toward qualifying for the advanced certificate, and approval of the program is required for a student to remain in good standing. Proposed program forms are available in the Division of Research and Graduate Studies Office, Frank W. Thomas Building, Room 130, or on the website at [www.fresnostate.edu/academics/gradstudies](http://www.fresnostate.edu/academics/gradstudies).

With prior approval, those pursuing study toward a graduate degree may also pursue study toward a Certificate of Advanced Study. Double-counting of units on the certificate and on the graduate program, though limited, is possible. Those whose sole objective is the earning of the Certificate of Advanced Study are ineligible to receive graduate assistantships, fellowships, and other awards designed for those pursuing a graduate degree. The Application for the Award of the Certificate of Advanced Study form must be on file in the Division of Research and Graduate Studies within the first two weeks of the term in which all courses and requirements are expected to be completed. The applications for the awarding of the certificate are available in the Division of Research and Graduate Studies, Frank W. Thomas Building, Room 130, or on the website at [www.fresnostate.edu/academics/gradstudies](http://www.fresnostate.edu/academics/gradstudies). Upon clearance of the advanced certificate, a notation that the certificate has been awarded will be posted to the student's official transcript.

For more detailed information regarding advanced certificate program eligibility, course guidelines/limitations, required grades, etc., contact the Division of Research and Graduate Studies or the appropriate certificate program coordinator for the Guidelines for the Certificate of Advanced Study (CAS) form.