

advancement petition, the student, in consultation with his or her advisor, lists a cohesive set of courses which, when approved, will constitute his or her degree program. Students are responsible for adhering to deadlines established by the Graduate Division for the submission of advancement petitions. Approximate deadlines are October 1 (for spring graduation) and March 1 (for summer or fall graduation). Petitions received after the deadline are considered late and will be processed as time allows. Students cannot be advanced to candidacy and graduate in the same semester.

Doctoral students should consult their appropriate program guidelines for information regarding advancement to candidacy.

## **Advancement to Candidacy: Policies for Graduate Degrees**

The approved degree program for the graduate degree is a cohesive pattern of specific requirements for the program and additional courses selected to meet the student's particular needs. It consists of at least 30 units that must be completed within five years, beginning with the earliest course taken toward the degree. Only graduate courses (200-series) and such upper-division courses (100-series) as are recommended by the colleges, schools, or departments and approved by the University Graduate Committee are acceptable for use toward a graduate degree. Other courses are counted in calculating the student's study load but cannot be counted toward the unit requirement for the degree. Courses that were used to satisfy the requirements of a previous degree cannot be double-counted toward another degree. The approved program must be consistent with the following policies:

**Residence Credit.** At least 21 units of a 30-unit program must be residence credit (courses taken through regular enrollment at California State University, Fresno). No more than 9 units of transfer and/or California State University, Fresno Extension credit may be included in the 30-unit program, or no more than 18 units in the 60-unit program.

**Transfer Credit.** Transfer credit may be used toward a California State University, Fresno graduate degree only if the institution offering the work is regionally accredited (A-rated) and would accept it for a comparable graduate degree program.

The off-campus institution must also have listed the units as postbaccalaureate graduate units on the student's transcript.

Credit at California State University, Fresno will be granted if it is judged by appropriate university authorities to be particularly relevant to the individual student's program. The student must present appropriate documentation, including official transcripts of work completed and copies from the catalog of the institution where the transfer work was taken, as follows: the relevant course description(s); evidence that the course(s) may be used toward a graduate degree at that institution; the course numbering and grading systems; and information clarifying whether the institution used the semester or quarter system. If approved, a maximum of 9 transfer units (including California State University, Fresno Extension and/or Open University) may be used toward a 30-unit program. Effective with the spring 2013 semester, a maximum of 9 transfer units of coursework from an institution outside of the United States may be used toward a graduate degree at California State University, Fresno, provided that the credits were earned at an officially recognized degree-granting international institution. Approval of any international transfer credits toward a graduate degree program must be granted by International Student Services and Programs personnel and the student's graduate program coordinator/director.

**Extension Credit.** Courses taken through Continuing and Global Education (Extension and/or Open University) are not normally used to fulfill the requirements toward a graduate degree. Students intending to take a course through the Division of Continuing and Global Education must request special permission from their graduate program coordinator/director to use the course toward their graduate degree. If approved, a maximum of 9 transfer (including California State University, Fresno Extension and/or Open University) units may be used toward a 30-unit program. Students may not enroll through Open University in order to bypass the university fee structure.

**Postbaccalaureate/Graduate Credit.** With approval of the graduate program coordinator, postbaccalaureate/graduate credit allowed for work taken prior to the granting of the baccalaureate degree as a last-semester senior may be applied toward a graduate degree. However, the amount of postbaccalaureate credit used toward the graduate degree may not exceed one-third of the student's entire approved program.

**Student Teaching Credit.** Student teaching credit is not ordinarily used on graduate degree programs. In unusual circumstances, if student teaching is demonstrably appropriate to a program, up to 3 units of such work may be approved by the University Graduate Committee.

**Credit by Examination.** Credit by examination for coursework may be used to fulfill prerequisites, but may not be applied toward the graduate degree program.

**CR/NC Grading.** Graduate students may not elect to take a course for a CR grade to fulfill either prerequisite or major program requirements unless the course is only available for CR/NC grading. A maximum of 6 units of CR-graded coursework may be applied to a 30-unit graduate degree program and a maximum of 12 units of CR-graded coursework may be applied to a 60-unit program. Some programs allow no CR-graded courses to be counted toward fulfillment of their degree requirements.