

degree in Creative Writing. The foreign language requirement for the Master of Arts in International Relations is a prerequisite for graduation rather than advancement to candidacy. Ordinarily, the requirement calls for demonstration of the ability to read materials of the graduate program in one appropriate foreign language. Students who are conducting research in a foreign country for the Master of Science in Geology must be proficient in the language in which source materials are published. Students should consult their graduate adviser or the chair of the Modern and Classical Languages and Literatures Department for information about placement tests.

**Grade Point Average.** A minimum program grade point average of 3.0 in all courses listed on the advancement petition is required. (See also Grade Requirements.) Those enrolling in coursework not related to the graduate degree are encouraged to request *CR/NC* grading.

**Units Completed.** Graduate degree students are required to complete at least 9 units of the proposed graduate degree program while in graduate standing at California State University, Fresno, with a minimum 3.0 grade point average on all completed work appearing on the Petition of Advancement to Candidacy.

**Graduate Writing Requirement.** All graduate degree students must demonstrate their competence in written English prior to advancement to candidacy. Early completion of this requirement is recommended. The date the student met the writing skills requirement must be noted on the Petition of Advancement to Candidacy and verified by the graduate coordinator/director. See approved program requirements.

**Submission of the Advancement Petition.** Submission to the Division of Graduate Studies of the properly signed Petition of Advancement to Candidacy is required before advancement status may be achieved. Students are responsible for ensuring that their advisers have sufficient information other than grades and scores on which to make a recommendation for candidacy. Advancement petitions specific to each degree program can be downloaded and printed from the Division of Graduate Studies Web site at [www.csufresno.edu/gradstudies](http://www.csufresno.edu/gradstudies) under the "Forms" link. On the advancement

petition, the student, in consultation with his or her adviser, lists a coherent 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 coherent 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 accredited (A-rated) and would accept it for a comparable graduate degree program. The off-campus institution must also have listed the units as postbac-

calaureate 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 xerographic 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. Coursework from an institution outside of the USA is not permitted for use toward a graduate degree unless it is part of the International Studies Abroad program.

**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 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. (See Postbaccalaureate Credit section under Degree Requirements.)

**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.