



## Advancement to Candidacy: Policies

The approved degree program for the master's degree is a coherent pattern of (1) specific requirements for the program and (2) additional courses selected to meet the student's particular needs. It consists of at least 30 units which must be completed within five years just preceding the granting of the master's 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 on the unit requirement. Other courses are counted in calculating the student's study load and overall GPA, but cannot be counted toward the unit requirement for the master's degree. Courses that were used to satisfy the requirements of a previous degree may not be used on the program. The approved program must be consistent with the following policies:

1. 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.
2. Transfer credit may be used toward a California State University, Fresno master's degree only if the institution offering the work is accredited (A-rated) and would accept it for a comparable master's 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 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.
3. Courses taken through the Division of Extended Education (Extension and/or Open University) are not normally used to fulfill the requirements toward a master's degree. Students intending to take a course through the Extension Division must request special permission from their Graduate Program coordinator to use the course toward their program. If approved, a maximum of 9 transfer (including California State University, Fresno Extension and/or Open University) units may be used on a 30-unit program. Students may not enroll through Open University in order to bypass the university fee structure.
4. Courses used to fulfill G.E. curriculum (Capstone, Integration, or Multicultural/International), undergraduate writing "W" courses, lower-division courses, and 300-level courses may not be used in fulfillment of the program requirements of the master's degree.
5. Student teaching credit is not ordinarily used on master's 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.
6. Credit by Examination (CBE) may be used to fulfill prerequisites, but may not apply toward the master's degree program.
7. 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 as indicated by footnote 14 in the Schedule of Courses. A maximum of 6 units of CR-graded