

California State University, Fresno
Division of Graduate Studies
Thomas Administration Building, Room 132
5241 North Maple Avenue M/S TA51
Fresno, CA 93740-8027
(559) 278-2519

THE OFFICIAL COPY OF THIS
FORM IS PRINTED ON PINK
PAPER

Date _____
Semester _____
International _____

Departmental Recommendation for Graduate Program Admission

Note to Graduate Program Admissions Coordinator: Complete and sign this form indicating the recommendation of the Admissions Committee. Please make a copy for your files and **return only the original form to the Division of Graduate Studies, M/S TA51.**

Degree Objective: _____
Major/Option: _____
Major Change: _____

Previous Degrees: _____ Last 60 GPA _____
Test Scores: TOEFL: _____; GRE: V _____; Q _____; Adv. _____; MAT: _____; GMAT: _____
Comments: _____

SAMPLE

_____ **Recommend admission** to graduate degree program with *classified graduate standing*, effective _____ semester.

_____ **Recommend admission** to graduate degree program with *conditionally classified graduate standing*, effective _____ semester. Classified standing can be attained after satisfying the following condition(s):

- _____ Complete _____ units with a grade point average of at least _____.
- _____ Complete the following prerequisite courses with a grade of _____ or better: _____

_____ Submit the following: _____
_____ Submit verification of undergraduate degree from: _____
_____ Other: _____

_____ **Recommend admission** to certificate of advanced study program.

_____ **Unable to Admit** to graduate degree or certificate of advanced study program at this time for the following reason(s):

- _____ No program application or incomplete program application: _____
- _____ Did not present a record as strong as that of applicants selected for admission (limited number of spaces in the program).
- _____ Failed to meet the following academic performance standards (e.g., GPA in undergraduate major): _____
- _____ Other: _____

Note to student: Please read the important information printed on the reverse side.

Program Admissions Coordinator _____ Phone: 278-_____ Date _____
Approved by Dean of Graduate Studies _____ Date _____

I. Admission to Graduate Degree Program

Classified Graduate Standing (Full Admission):

As officially noted in the California State University, Fresno General Catalog, you have been admitted to Classified Graduate Standing *if you have met all departmental requirements of admission*. Please consult with your graduate degree program adviser concerning Advancement to Candidacy (see section III below).

Please note: Those pursuing a second master's degree must have obtained prior approval from the Graduate Dean. Coursework from a previously earned degree may not be counted toward the second degree.

Conditionally Classified Graduate Standing:

You have been admitted to Conditionally Classified Graduate Standing *if your department feels that you have demonstrated the ability to perform well in your selected program and can be classified (fully admitted) with additional preparation and/or requirements, as noted on the reverse*. It is important that you contact your graduate degree program adviser to discuss these conditions and to plan your program of study. You must achieve Classified Graduate Standing by the semester in which you complete 10 units to be used toward your master's degree. However, in 60-unit programs a limitation of 20 units applies (with the exception of the MS in Counseling).

Please note: It is your responsibility to contact your graduate adviser and request classified graduate standing once you have satisfied the conditions noted. The Department will then submit verification to the Division of Graduate Studies for final approval to classified graduate standing.

II. Admission to Certificate of Advanced Study

If you have been admitted to a certificate of advanced study program, you have been admitted only to post-baccalaureate standing, unless you are simultaneously enrolled in a master's degree program. For information regarding admission to a master's degree program, please refer to the California State University, Fresno General Catalog.

III. Advancement to Candidacy

You should plan to achieve Advancement to Candidacy soon after you attain Classified Graduate Standing. This step establishes an official list of coursework to be used to complete your degree. As officially noted in the California State University, Fresno General Catalog, to be eligible to apply for Advancement to Candidacy you must have:

- a. achieved Classified Graduate Standing;
- b. completed at least 9 units at California State University, Fresno toward the proposed program;
- c. fulfilled the Graduate Writing Skills Requirement for your program;
- d. maintained a minimum grade point average of 3.0 in all coursework (degree and non-degree) dating from the earliest course on your approved program;
- e. completed the departmental qualifying exam or GRE Subject Test, if required by your program;
- f. demonstrated competence in a foreign language, if required by your program.

Please note: Petitions for Advancement to Candidacy are available in the Division of Graduate Studies in Thomas Administration Building, Room 132. Approximate deadlines are October 1 (for Spring graduation) or March 1 (for Summer or Fall graduation). Departments may have earlier deadlines.