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 Division of Graduate Studies
 Henry Madden Library
 Harold Haak Administrative Center, 4th Floor
 5200 N. Barton Avenue M/S ML51
 Fresno, CA 93740-8014

PROGRAM ADJUSTMENT REQUEST FOR A GRADUATE DEGREE

This form is required for making modifications to a previously approved Petition of Advancement to Candidacy. It is strongly recommended that you obtain Graduate Division approval for these changes prior to enrolling in the coursework that you are planning to add to your advancement petition. If you are requesting substitutions for required coursework, a brief justification must be noted under the "REASON FOR THIS REQUEST" section of this form. In addition, be sure that the requested changes do not affect the minimum number of program units required for your degree. **Please refer to the backside of this form for restrictions/limitations on the use of courses for a graduate degree program.**

Name _____ Student ID _____
Last First Middle

Address _____
Street City State Zip Phone

COURSE(S) TO BE ADDED TO APPROVED ADVANCEMENT PETITION:

Course prefix, number and title	Where taken	Term	Year	Units	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

COURSE(S) TO BE REMOVED FROM APPROVED ADVANCEMENT PETITION:

Course prefix, number and title	Where taken	Term	Year	Units	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

REASON FOR THIS REQUEST: _____

 Graduate Program Adviser's Signature (if required) Date *and* Graduate Program Coordinator's/Director's Signature Date

 Student's Signature Date

(For use by the Division of Graduate Studies Office only)

Approved Denied (see attached denial letter for specifics)

 Graduate Evaluator for the Graduate Dean Date

Course Limitations for Graduate Programs

A graduate program is designed to reflect advanced-level coursework, and must adhere to established standards. The official and complete source of information concerning courses and requirements applicable to a graduate degree is the California State University, Fresno *General Catalog*, including sections on "Advancement to Candidacy," "Independent Study," "Graduate Studies," "Course Numbering System," "General Education," etc.

The following types of courses may NOT be used toward a graduate degree:

Course Level Limitations:

- **1-99**
Lower-division courses
- **100-199**
Courses designed to fulfill General Education curriculum requirements

Undergraduate writing "W" courses

Courses taken as part of a unique Saturday School offering (this does not include regularly scheduled courses that meet on Saturdays)
- **190 or 290**
Independent study coursework in excess of one-fifth of the total program units
- **298 or 299**
May not substitute one culminating experience for another once a student has registered for the course and completed one semester
- **300-399**
Courses designed to meet professional needs

Transfer Credit Limitations:

- Transfer credit that would not be used toward a master's degree at the institution where taken
- Transfer (including Extension and/or Open University) credit in excess of 9 units on a 30-unit program

Other Limitations:

- Courses taken Credit by Examination (CBE)
- Student teaching credit
- Courses used toward another degree
- CR-graded courses, if not offered CR/NC only; if offered CR/NC grading only, a maximum of 6 units may apply to a 30-unit program, unless otherwise defined for the program
- Out-dated courses (courses older than five years)
- Coursework, including transfer credit, not listed as post-baccalaureate/graduate credit on a student's records
- Courses with the following grades: "D", "F", "NC", "IC", "AU", or "WU"