

# Guidelines for the Completion of the Advancement to Candidacy Petition

This information is provided to assist you in the completion of the Petition of Advancement to Candidacy form. It will be necessary for you to make an appointment with your graduate adviser, and, if needed, obtain a copy of your California State University, Fresno transcript from the University Records Office to refer to when filling out the advancement petition. Complete both sides of the attached petition. If more space for listing coursework is needed, attach an additional advancement petition with the required signatures as a second page to this form. Return the petition to the Division of Graduate Studies office, Thomas Administration Building, room 132. You will receive a written response of approval or denial from one of the evaluators in the Division of Graduate Studies within six to eight weeks after submission of the petition.

## Filing Deadline

Advancement to candidacy gives a student permission to proceed toward qualifying for the master's degree and should be accomplished as soon as you are eligible. Your Petition of Advancement to Candidacy must be received in the Division of Graduate Studies no later than the sixth week of the semester **prior** to the semester in which you register for the culminating experience (thesis, project, or comprehensive exam) or apply for the master's degree to be granted. Check the Academic Calendar in the current *California State University, Fresno General Catalog* for exact deadlines.

## Eligibility

In order to be eligible for advancement to candidacy you must have accomplished the following: attained classified standing; completed at least 9 units at Fresno State toward your proposed program; achieved a minimum grade point average of 3.0 in all coursework taken from the earliest term listed on the Petition of Advancement to Candidacy; fulfilled the Graduate Writing Skills Requirement; passed the Subject GRE (if required); passed the Department Qualifying Examination (if required); and completed the foreign language requirement (if required).

## Degree Title

List the official degree title and designated option (if applicable) of your graduate program.

## Classified Graduate Standing

Please refer to the Departmental Recommendation form you received when you were admitted to your graduate program to determine whether you were admitted with *classified graduate standing*. If you were admitted to your program with *conditionally classified graduate standing*, you will need to attain *classified graduate standing*. You may do so by contacting your graduate coordinator and requesting the submission of the Classified Graduate Standing Request form to the Division of Graduate Studies. Please note that no more than 10 units (including transfer and postbaccalaureate credit) completed before achieving *classified graduate standing* may be listed on the Petition of Advancement to Candidacy.

## Graduate Writing Skills Requirement

In keeping with the university's graduate-level writing proficiency requirement, all graduate students must demonstrate their competence with regard to writing skills prior to advancement to candidacy. Each graduate program has a different method for fulfilling the writing requirement. Consult with your graduate adviser to determine how this requirement is met, and indicate the date this requirement was completed in the appropriate section of the advancement petition.

## Subject GRE

The Subject GRE is required prior to advancement to candidacy only for the MS in Physics. List the exact date the Subject GRE was taken on the advancement petition. Please note that the Subject GRE is **not** the same as the General GRE that is required prior to admission to a graduate program.

## Departmental Qualifying Examination (DQE)

The DQE is required prior to advancement to candidacy by the following programs: Art, Civil Engineering, Kinesiology, Linguistics, Mathematics, Plant Science, Spanish, and Viticulture and Enology. List the exact date the DQE was passed on the advancement petition.

## Foreign Language Examination

The Foreign Language Exam is required prior to advancement to candidacy by the following programs: Creative Writing, English, History, and Music (only if completing the Performance option with an emphasis in Vocal Performance or Choral Conducting). List the exact date the foreign language requirement was met on the advancement petition.

## **Substitutions**

If your proposed program of study departs from the department's master's degree program description in the current *California State University, Fresno General Catalog*, your graduate coordinator must note all substitutions of required coursework on the front of the advancement petition under the *Approved Substitutions for Required Courses* section.

## **Catalog Year**

Usually students are advanced to candidacy under the departmental requirements listed in the current *California State University, Fresno General Catalog*. If your graduate adviser has recommended that you be permitted to follow the requirements from a previous catalog, please indicate the catalog year used in the space provided on the reverse side of the advancement petition.

## **Time Limit**

A maximum time limit of five years is allowed for completion of master's degree requirements. The five years begins with the earliest course listed on the advancement petition. Courses older than five years may *not* be listed on your advancement petition. Your time limit will be noted by an evaluator in the space provided on the petition upon approval of your advancement.

## **Course Listings**

Type or print (in ink) a list of your master's program coursework (courses already taken and those anticipated) in chronological order, beginning with the earliest course taken. It is important to list all course prefixes, numbers, titles, institutions, terms and years when taken, unit values, and grades for those courses completed. All of this information, with the exception of grades, should also be listed for courses you plan to take at a later date.

## **Transfer Work**

Transfer work includes courses taken from other accredited institutions and/or coursework taken through Extended Education (Extension and/or Open University) at Fresno State. If you have included coursework from another institution on the advancement petition, you must attach xerographic copies from the other institution's catalog of the following: course description; master's degree program description to demonstrate that the course could have been used toward the master's degree at the other institution; the course numbering and grading systems; and information clarifying whether the institution used the semester or quarter system. Two official transcripts of transfer work must be on file in the Office of Admissions and Records at Fresno State. Please note that the amount of transfer work listed on the advancement petition may not exceed 9 units on a 30-unit program, or 18 units on a 60-unit program.

## **Grade Point Average**

Graduate students must maintain a minimum program, overall, and Fresno State grade point average of 3.0 to be eligible for advancement to candidacy. The *program GPA* includes only those courses listed on the Petition of Advancement to Candidacy. The *overall GPA* includes *all* coursework taken, beginning with the earliest course listed on the advancement petition. The *Fresno State GPA* includes all Fresno State coursework taken, beginning with the earliest course listed on the advancement petition. The Fresno State GPA is the same as the overall GPA except transfer work from other institutions is excluded from the Fresno State GPA.

## **Signatures**

Check with your graduate coordinator to determine which signatures are required on your advancement petition. It is also important for you to sign the petition! Faculty and student signatures indicate an agreement that approved requirements will be completed within the five-year program time limit.

## **Questions**

Many questions regarding advancement to candidacy may be answered by consulting the *California State University, Fresno General Catalog*, and by accessing our Web site, [www.csufresno.edu/gradstudies/](http://www.csufresno.edu/gradstudies/). For an interpretation of requirements for advancement to candidacy, see your graduate adviser.

**NOTE:** If you need to make changes to the attached advancement petition after it has been approved by the dean of the Division of Graduate Studies, you must file an approved Program Adjustment Request form in the Division of Graduate Studies.

## PETITION OF ADVANCEMENT TO CANDIDACY FOR THE MASTER'S DEGREE

*Type or print in ink*

NAME \_\_\_\_\_  
last first middle previous

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
street city state zip

STUDENT ID# \_\_\_\_\_ SS# \_\_\_\_\_  MALE  FEMALE

SELECT ONE  MA  MS  MBA  MBt  MFA  MPA  MPT  MPH   
MSW

OFFICIAL DEGREE TITLE \_\_\_\_\_ OPTION (if applicable) \_\_\_\_\_

---

---

### DEPARTMENTAL/UNIVERSITY REQUIREMENTS (complete as required)

Classified Graduate Standing Attained \_\_\_\_\_  
Term/Year

Department attests Graduate Writing Skills Requirement has been met \_\_\_\_\_  
Date completed

Subject GRE:  required \_\_\_\_\_  not required  
Test date

Departmental Qualifying Examination:  required \_\_\_\_\_  not required  
Test date

Foreign Language Examination:  required \_\_\_\_\_  not required

---

---

### SUBSTITUTIONS FOR REQUIRED COURSES

\_\_\_\_\_ for \_\_\_\_\_  
course prefix number title term/year taken units course prefix & number

\_\_\_\_\_ for \_\_\_\_\_  
course prefix number title term/year taken units course prefix & number

\_\_\_\_\_ for \_\_\_\_\_  
course prefix number title term/year taken units course prefix & number

\_\_\_\_\_ for \_\_\_\_\_  
course prefix number title term/year taken units course prefix & number

---

---

**IMPORTANT NOTE:** A memo from your graduate coordinator justifying any substitutions for required courses must be attached to the back of this petition.

**Complete the reverse side of this petition. →**

## Proposed Program of Courses for the Master's Degree

University Catalog Year Used \_\_\_\_\_ Time Limit for Completion of Degree Requirements \_\_\_\_\_

COURSE PREFIX, NUMBER, TITLE	INSTITUTION	TERM/YEAR	UNITS	GRADE	OFFICE USE ONLY
------------------------------	-------------	-----------	-------	-------	-----------------
