

**PLEASE PRINT THIS FORM  
ON YELLOW PAPER**

## PROGRAM ADJUSTMENT REQUEST FOR A MASTER'S 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: \_\_\_\_\_

### Signatures:

\_\_\_\_\_  
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  Partially Approved  Denied Comments: \_\_\_\_\_

\_\_\_\_\_  
Graduate Degree 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 in "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 6 units for a 30-unit program
- **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
- Regular extension coursework
- Transfer (including Open University) credit in excess of 9 units

### 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; a maximum of 6 units may apply, unless otherwise defined for the program
- Out-dated courses (older than 5 years)
- Coursework, including transfer credit, not listed as post-baccalaureate/graduate credit on a student's records