

Graduate Studies

Division of Graduate Studies

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Graduate Studies

Students studying for advanced degrees at California State University, Fresno are a distinctive and valued part of the university. One in five Fresno State students is enrolled at a more advanced level as a postbaccalaureate or graduate student. More than 3,000 such students are enrolled in studies leading to a graduate degree at either the master's or doctoral level, or to the attainment of an advanced credential or a certificate of advanced study.

There are many reasons, both academic and personal, that have drawn these individuals to California State University, Fresno. Some have come in recognition of the excellence of the university's graduate programs, many of which are nationally recognized by external accrediting agencies. Others have been attracted by a sterling group of graduate faculty members who take seriously the requirement to be teacher-scholars and have garnered many awards in teaching and research. Other students have come because of the availability of outstanding facilities that encourage student research and professional development. The natural laboratories of the adjacent Sierra Nevada mountain range and the geography of the large central valley of California provide exciting dimensions for those interested in environmental and ecological research. Collaborative sites jointly operated with governmental agencies and other universities exist in areas such as biomedical research, marine sciences, engineering, agriculture, business, and education. With a campus focus on both applied and theoretical research, students can be more readily assured of an opportunity to match their interests with those of the faculty members.

Successful graduate students consider the Henry Madden Library to be a powerful resource. Madden Library holdings include 930,000 volumes and nearly 3,000 periodicals and major collections in areas such as music, maps, governmental documents, rare books, and curriculum materials. Library services, such as the interlibrary loan program and electronic database searches, ensure library support for students. University librarians are instrumental in assisting graduate students in acquiring information resources and archival records and searching various databases.

The university also has a history of attracting scholars from many areas of the world. These scholars may join the faculty or present special lectures, and often engage in joint research and publication efforts with Fresno State faculty. Through these scholars, graduate students are exposed to a significant network of nationally recognized colleagues.

Administrative Organization

The Division of Graduate Studies includes all departments and academic units within the university that offer graduate courses and programs leading to advanced degrees. The chief administrative officer of the Division of Graduate Studies is the graduate dean, who has general responsibility for the development, planning, assessment, improvement, and administration of postbaccalaureate and graduate programs offered by the university. Within this charge, the division administers all graduate student record functions, including admissions, student academic progress, and evaluations; develops opportunities for providing student fellowships, scholarships, and assistantships; and provides support for research and professional scholarship activities for faculty and graduate students.

The university adheres to the Council of Graduate Schools statement issued in *Organization and Administration of Graduate Education*, 1990, that it is the responsibility of the Division of Graduate Studies and the graduate dean to bring an institution-wide perspective to all postbaccalaureate endeavors, to serve as an advocate for issues and constituencies critical to the success of graduate programs, to develop ways for graduate education to contribute to and enhance undergraduate education, to champion support of graduate students, and to ensure that graduate education enlivens the intellectual community of scholars at the university.

Housed within the Division of Graduate Studies are the special admission, program, and degree evaluators, and the thesis consultant. They advise both domestic and foreign students about the requirements and regulations for completion of a graduate degree and other special problems that may arise. Staff members in the division provide general information to graduate students.

The responsibilities of the Division of Graduate Studies are complex and decentralized to include the eight academic colleges and schools of the university and the departments within them housing the graduate programs offered by the campus. Each program has a graduate program coordinator who often serves as the initial point of contact for entering graduate students. Responsibility for the quality and scheduling of courses, including special topics, the preparation of course syllabi, examinations, and thesis, rests initially with faculty members in the department who constitute the graduate faculty group.

As a member of the graduate faculty, the major professor/adviser for a student is responsible for guiding the student in selecting appropriate courses, research problems, and professional experiences. Moreover, the major professor/adviser is important as both a colleague and mentor in facilitating the intellectual development and maturation of the student within the discipline.

The chief consultative body responsible for formulating and recommending policies, standards, and procedures is the university's Graduate Committee. This committee is composed of eight faculty members elected by the faculty, one graduate student member, and the graduate dean.

The Graduate Student Body

The Division of Graduate Studies is proud of the diversity of its graduate student body. Graduate students come from a variety of ethnic, racial, and age groups, and represent many nationalities and countries throughout the world. They present a mosaic of personal values, beliefs, and experiences that enrich the dialogue of campus conversations. Whether these students are recent graduates of bachelor's degree programs or are returning students, they constitute a dynamic group on campus. The diversity of the student body thus presents a very special opportunity for all part-time and full-time graduate students to establish a vast, collegial network.

For those students who make up the graduate student body, success in the pursuit of a graduate degree depends upon active cooperation with their faculty advisers and instructors. Graduate students are expected to develop the ability to critically seek out and analyze facts, sift evidence, master theories and advanced techniques of professional inquiry, and demonstrate these abilities orally and in writing. Moreover, they must risk giving their informed opinions and be ready to accept criticism and advice rendered by faculty mentors and student colleagues. The pursuit of an advanced degree also requires that participants demonstrate an essential degree of independence and self-motivation in acquiring knowledge in their field of study. The rewards for those who succeed are many, as evidenced by the rapidly growing number of individuals nationwide who earn a graduate degree. Currently, more than 406,000 master's degrees and 45,000 doctoral degrees are awarded annually in the United States.

Graduate Degrees and Programs

There is great variety in the nature and scope of the graduate programs, options, concentrations, and emphases available at California State University, Fresno. Those that are officially recognized and for which the university is authorized to confer a degree are listed in the section that follows. Additional areas of specialization, although not officially recognized on transcripts or diplomas, may be obtained through selection of appropriate elective courses.

Master's Degrees and Authorized Options

Animal Sciences - see Special Major

Art, M.A.

Biology, M.S.

Business Administration, M.B.A.

Chemistry, M.S.

Civil Engineering, M.S.

Communication, M.A.

Communicative Disorders, M.A.

Education of the Deaf
Speech-Language Pathology

Computer Science, M.S.

Counseling, M.S.

Marriage and Family Therapy

Creative Writing, M.F.A.

Criminology, M.S.

Education, M.A.

Administration and Supervision
Counseling and Student Services
Curriculum and Instruction
Early Childhood
Reading/Language Arts

Engineering, M.S.

Electrical Engineering
Mechanical Engineering

English, M.A.

Composition Theory
Literature
Nonfiction Prose

Family and Consumer Sciences, M.S.

Food and Nutritional Sciences, M.S.

Geography, M.A.**

Geology, M.S.

History, M.A.

Industrial Technology, M.S.

International Relations, Special major,
M.A.

Kinesiology, M.A.*

Exercise Science

Linguistics, M.A.*

English as a Second Language

Marine Science, M.S.

Mass Communication, M.A.

Mathematics, M.A.

Music, M.A.

Music Education
Performance

Nursing, M.S.

Clinical Specialization
Primary Care/Nurse Practitioner

Physical Therapy, M.P.T.

Physics, M.S.

Plant Science, M.S.

Psychology, M.A., M.S.

Public Administration, M.P.A.

Public Health, M.P.H.

Environmental
and Occupational Health
Health Administration
Health Promotion

Rehabilitation Counseling, M.S.

Social Work, M.S.W.

Spanish, M.A.

Special Education, M.A.

Special Major, M.A.

Doctoral Degree

Educational Leadership, Ed.D.

Certificates of Advanced Study

- Biotechnology
- Composition
- Criminal Justice Counseling Specialist
- Dietetics
- Educational Technology
- Interprofessional Collaboration
- Teaching English to Speakers of Other Languages (TESOL)

* In these programs, a student may earn a degree without also declaring an option.

** Admission suspended.

Financial Aid,

Fellowships and Scholarships

In addition to the information found in the Financial Aid section of this catalog, the Division of Graduate Studies publishes a sourcebook, "Financial Assistance for the Graduate Student," on opportunities for funding graduate students. This is available to students at no cost upon request to the Division of Graduate Studies.

Teaching Associateships and Graduate Assistantships

A number of teaching associateships and graduate assistantships are available to graduate students who are enrolled in master's degree programs and whose previous records show outstanding achievement in academic work, outstanding subject matter competence in their major fields, and the special qualities necessary to the duties assigned.

Eligibility for an initial associateship or assistantship appointment requires possession of a baccalaureate degree and admission to the master's degree program that gives the nomination, with at least conditional classified graduate status. Subsequent appointments require that students maintain a 3.0 GPA, be enrolled in coursework toward their graduate degree, and demonstrate satisfactory progress toward completion of their graduate degree.

Assistants work under the direction of an assigned faculty member and assist in such functions as the supervision of laboratories or other small groups, the evaluation of student work, the preparation of course materials, or the conduct of authorized research. Assistants receive a stipend ranging from \$2,000 to \$5,500 per semester for

Graduate Studies

the academic year 2001-2002. For specific information, write to the chair of the major department.

Graduate Student Research Awards

Limited awards of \$500 are available each fall semester on a competitive basis to students in any academic area in the form of grants for special merit and quality scholarship of graduate student research proposals associated with a thesis or project. For further information, contact the Division of Graduate Studies, (559) 278-2448.

Graduate Student Travel Grants

Travel grants are available to graduate students who have had papers and/or posters accepted for presentation at major, professional conferences or society meetings. For further information, contact the Division of Graduate Studies, (559) 278-2448.

California Graduate Equity Fellowship Program

Fellowships ranging in amounts of up to \$4,500 are available for underrepresented graduate students who qualify. The California Graduate Equity Fellowship Program seeks to increase the diversity of students completing graduate degree programs at California State University, Fresno and encourages continuation to doctoral programs and consideration of university faculty careers. It provides fellowships for economically disadvantaged graduate students (especially those from groups that are underrepresented among graduate degree recipients in their areas of study) and promotes faculty mentoring and research opportunities. Filing deadlines are in the spring for funding in the following academic year. Additional information may be obtained from the Division of Graduate Studies, (559) 278-2448.

State Graduate Fellowships

The Student Aid Commission administers the State Graduate Fellowship Program for tuition assistance for master's and doctoral students. To apply, students must complete the Free Application for Federal Student Aid (FAFSA), and return it by March 1. In addition, students must complete and mail the Student Aid Commission GPA Verification Form to the Commission by March 1. These forms are available at the Financial Aid Office.

California Pre-Doctoral Program for Undergraduate and Graduate Students

The California Pre-Doctoral Program is designed to increase the pool of potential faculty by supporting the doctoral aspirations of California State University students who have experienced economic and educational disadvantages. The program provides travel funds for qualified students to visit institutions that grant the doctorate and/or attend professional meetings with a faculty sponsor. Students in the program may also be considered to participate in a summer research program at a UC or CSU campus. Additional information is available through the Division of Graduate Studies.

University Scholarships for Graduate Students

Postbaccalaureate/graduate students may apply for scholarships through the Scholarship Office, Joyal 274, between September 1 and November 19 each academic year. Such an application is necessary to compete for award monies available from the university and from individual departmental resources.

In addition, each year Fresno State also awards entering graduate students two President's Graduate Scholars Fellowships of \$3,500 each and one Leon Peters Scholarship of \$1,000 to continuing graduate students. President's Graduate Scholars may obtain a second year of funding if satisfactory progress is maintained. Nominations for the Peters awards originate from the graduate degree program directors.

Definition of Full-Time Student

Depending on the use of the term, there are several definitions of full time. *For the purpose of reporting enrollments*, graduate students taking 9 or more units are considered full time and students taking less than 9 units are considered part time.

For the purpose of financial aid (loans, veteran's assistance, etc.), a full-time student takes 12 "equivalent units" wherein each graduate unit (200-level) attempted by a graduate student is considered as 1.5 units and each undergraduate unit (100-level or below) counts at face value. For example, a student enrolled for eight 200-level units would be considered a full-time student. Three-quarter time and half-time

are defined to be 9 to 11 $\frac{1}{2}$ and 6 to 8 $\frac{1}{2}$ "equivalent units," respectively.

Under certain circumstances, a student enrolled in Graduate Studies Continuation (zero units) to complete requirements for the master's degree (including Thesis 299, Project 298, and the Comprehensive Examination) may qualify for full-time status or a fraction thereof. The Graduate Office will verify the student's appropriate status in such cases through his or her major adviser upon request from the student.

Maximum Study Load

Graduate courses require substantially more concentrated study than do undergraduate courses. A normal load is from 9 to 12 units, and the maximum allowable load is 16 units for full-time master's degree students when one or more courses in the 200 series are included. Requests for exceptions to this policy must be addressed to the Graduate Division on a graduate student petition for academic overload during the first two weeks of the semester. Students employed full time may take a maximum of 6 units. For maximum units during the summer session, see the *Summer Session Catalog*.

Application for Graduate/Postbaccalaureate Admission

Students are encouraged to plan and apply for graduate admission as early as possible. Completed applications are considered as they are received and thus there are many benefits to applying early. For example, it is often the case that available financial awards such as teaching assistantships and other financial aid resources, which are limited in number, may be granted only to the early applicants. Be aware, too, that a decision on an incomplete application is likely to be delayed. In many instances this occurs when supporting documents such as official transcripts, scores from standardized tests (GRE, GMAT, MAT), portfolios of writing samples, letters of recommendation, etc. are not received. Applicants are advised to ensure that these materials are requested and forwarded prior to or at the same time as the submission of their application. The Graduate Admissions Office (located in Joyal Administration, Room 121) keeps a record of all applications during the time they are being considered and may be consulted for information on the status of an application. Prospective master's, credential, and advanced certificate students apply to the university using

the Graduate and Postbaccalaureate Admission Booklet which may be obtained from the Division of Graduate Studies. Students are also referred to the admission requirements described for each graduate degree, credential, or advanced certificate program elsewhere in this catalog. Those interested in a second undergraduate degree should use the undergraduate application available in Joyal Administration.

Limitation of Graduate Enrollment

Admission to postbaccalaureate/graduate studies must be restricted to the number of students for whom an effective education can be provided by staff, facilities, and funding available at California State University, Fresno. The university may limit postbaccalaureate/graduate enrollment on the basis of the academic field and the relative aptitude of the applicant, based on approved admissions criteria.

University Admission

The minimum university requirements for admission to graduate and postbaccalaureate studies at a California State University campus are in accordance with university regulations as well as Title V, chapter 1, subchapter 3 of the California Code of Regulations. Specifically, a student shall (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have attained a grade point average of at least 2.5 (A=4.0) in the last 60 semester (90 quarter) units attempted; and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

Postbaccalaureate Standing

Postbaccalaureate applicants not interested in a graduate program may choose to take courses for professional or personal growth, apply to work toward a credential or certificate objective, or work toward a second baccalaureate degree. These students may be admitted to the university in postbaccalaureate standing in either an unclassified status or a classified status.

Admission to Postbaccalaureate Standing: Unclassified. By meeting the minimum requirements to the university, students are eligible for admission as postbaccalaureate unclassified, nondegree-seeking students. Students who fall under this category may enroll in graduate courses for professional or personal growth if they have satisfied all prerequisites and have filed the appropriate standardized test scores. Some departments may restrict enrollment of unclassified students due to heavy enrollment pressure. Admission in this status does not constitute admission to or assurance of consideration for admission to a graduate degree program or to a credential program.

Admission to Postbaccalaureate Standing: Classified. Students admitted to the university as postbaccalaureate classified students have satisfied additional professional, personal, scholastic, and other standards — including qualifying examinations — prescribed by the campus, and may enroll in a particular postbaccalaureate credential or certificate program. Admission to postbaccalaureate classified standing does not constitute admission to or consideration for admission to a graduate degree program, to a credential, or to a certificate program.

Graduate Program Admission

Admission to the university for postbaccalaureate students who wish to pursue a specific graduate program occurs in two phases: admission to the university and admission by the Division of Graduate Studies to a graduate program. Acceptance by the university does not guarantee admission by the Division of Graduate Studies to a specific graduate program. Only those students who are admitted to both the university and the Division of Graduate Studies will be granted graduate standing in a master's or joint doctoral degree program. See the admissions diagram on next page.

Admission to Graduate Degree Programs with Graduate Standing

Admission to graduate standing is the responsibility of the Division of Graduate Studies. Students admitted to graduate standing have met the general requirements for university admission and the additional requirements and standards of the Division of Graduate Studies for admission to a graduate degree program. These requirements include academic prepara-

tion, evidence of scholarly and professional ability (standardized test scores and letters of recommendation), personal statement, and other requirements as described for each program in the appropriate section of this catalog. Some graduate programs require a separate application in addition to the university application to graduate and postbaccalaureate admission.

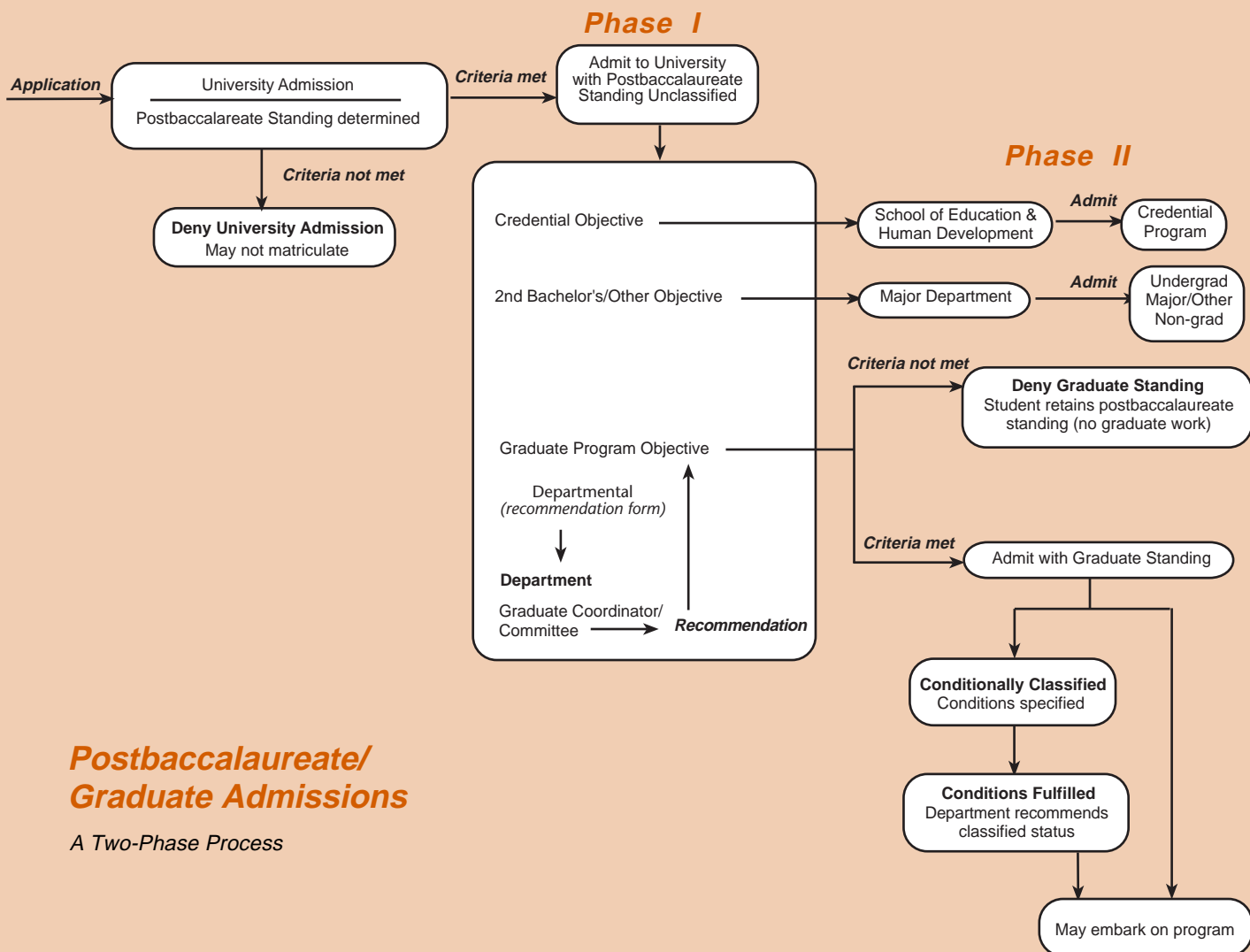
Standardized Test Requirements

All applicants to a master's degree and advanced certificate programs are required to submit appropriate admission test scores with the university Application to Graduate/Postbaccalaureate Studies. Admission will require submission of scores on the Graduate Record Examination (GRE) General Test, or for business students, the Graduate Management Admission Test (GMAT).

Applicants for admission to the MPA program may submit either GRE or GMAT scores. Applicants to master's degree programs in the School of Education and Human Development may submit either GRE or Miller Analogies Test (MAT) scores. For application information concerning the GRE, contact the Testing Office in Family/Food Services, Room 110. GMAT information is available in the Craig School of Business Graduate Office in the Peters Building, Room 183. Information concerning the MAT as well as the GRE and GMAT is available through the Testing Office in the Family and Food Sciences Building, Room 110.

The University Graduate Committee has established a standardized test score requirement for all applicants to provide a significant basis of comparison to national educational standards and to ensure the admission of highly qualified students to graduate degree programs. It should be noted that an applicant's standardized test scores will not constitute the sole criterion according to which an admissions decision will be rendered, as noted in a previous paragraph. However, some departments, particularly in the sciences, may give more importance to standardized test scores than departments in other fields.

Applicants to the joint doctoral program in Educational Leadership (Ed.D.) are required to submit official scores of the Graduate Record Examination (GRE) General Test or the Miller Analogies Test (MAT). For other requirements, contact the California State University, Fresno/University of California Davis Joint Doctoral Program.



Postbaccalaureate/ Graduate Admissions

A Two-Phase Process

All applicants granted graduate standing by the Division of Graduate Studies are admitted to a graduate program through conditional or classified standing as follows.

Graduate Program Admission: Conditionally Classified Status. Students may be admitted to a graduate degree program in this category if, in the opinion of the appropriate campus authority, the student can remedy deficiencies by additional preparation, including the completion of prerequisite requirements.

Note: Students who have been granted conditionally classified admission to a graduate program are required to complete all conditions for achieving classified status (full admission) to the program by the semester in which a maximum of 10 units

to be used toward the master's degree is completed. In programs of 60 units, except counseling and rehabilitation counseling, classification must occur prior to the completion of 20 units. Failure to attain classified standing in a timely manner as outlined in this catalog may result in the loss of units to be applied toward the degree since excess units may not be listed on the Petition of Advancement to Candidacy.

A student is expected to attain classified standing either at admission or during the first semester of studies. Candidates for classification are expected to possess a 3.0 or better grade point average in coursework undertaken for use toward the master's degree.

Graduate Program Admission: Classified Standing. This category is granted to those students who fully meet all admission re-

quirements of the Division of Graduate Studies. It enables the student to pursue a graduate degree and fulfill all of the professional, personal, scholastic, and other standards — including qualifying examinations — prescribed by the campus.

Only those applicants who show promise of success and fitness will be admitted to master's degree curricula, and only those who continue to demonstrate a satisfactory level of scholastic competence and fitness shall be eligible to proceed in such curricula. (See also *Grade Requirements*.)

Change of Graduate Degree Objective

Postbaccalaureate/graduate students who intend to change their major or degree objective must complete and file a Change

of Graduate Degree Objective, which includes a fee payable at the cashier's window in the Joyal Administration Building. These students must meet the admissions requirements of the new program. The application for Change of Graduate Degree or Credential Objective is available in the Division of Graduate Studies, Thomas Administration Building, Room 132.

Second Master's Degree

Students planning to engage in study toward a second master's degree must obtain prior approval from the graduate dean. Students may not earn a second master's degree in the same field. Coursework used to satisfy the requirements of one degree may not be used to satisfy the requirements of the second degree. Students may not be awarded two degrees in the same degree-granting period or term.

Dual Major Objectives

Those graduate/postbaccalaureate students pursuing more than one objective (i.e., two graduate degrees or a graduate degree and a credential) must notify the Division of Graduate Studies so that appropriate student standing may be noted with departments concerned.

Certificate of Advanced Study

A Certificate of Advanced Study may be earned in a limited number of approved, nondegree programs. Such programs provide useful coursework and professional experiences that emphasize the acquisition of advanced technical skills of a practical, applied nature. For a current list of such programs, consult the Division of Graduate Studies, (559) 278-2448. Applicants to a Certificate of Advanced Study program must meet the specific admission requirements of the individual program and the university. These include admission to postbaccalaureate standing and the submission of relevant test scores. With prior approval, those pursuing study toward a master's degree may also pursue study toward a Certificate of Advanced Study. Double-counting of units on the certificate and on the graduate program, though limited, is possible. Those whose sole objective is the earning of the Certificate of Advanced Study are ineligible to receive graduate assistantships, fellowships, and other awards designed for those pursuing a graduate degree. An application for the awarding of the certificate of advanced study must be

on file in the Division of Graduate Studies within the first two weeks of the term in which all courses and requirements are expected to be completed. The applications for the awarding of the certificate are available in the Division of Graduate Studies, Thomas Administration Building, Room 132.

Second Bachelor's Degree

Postbaccalaureate students interested in pursuing a second bachelor's degree or a second undergraduate major should read the relevant portion of the university catalog (*Second Baccalaureate* and/or *Second Major*) and contact the appropriate academic department.

Prohibition Against Double Counting of Coursework

No units used to fulfill the requirements of one degree may be used to fulfill the requirements of another degree. For example, 100-series courses used toward a bachelor's degree may not be subsequently used toward a master's degree.

Repetition of Courses

A postbaccalaureate student pursuing a graduate degree may repeat a course for academic credit (subject to limitations in some degree curricula) regardless of what grade was originally earned in the course. However, such a student is not eligible to petition for grade substitution. All coursework taken, beginning with the first term of the student's master's degree program, is used in determining the student's grade point average and graduation eligibility.

Unvalidated Standing

A graduate of a nonaccredited college may be granted admission with *unvalidated unclassified postbaccalaureate standing*, upon the filing of the application and two copies of official transcripts of all college work. Such a student may be eligible for placement in regular postbaccalaureate or graduate standing when he or she has cleared all undergraduate deficiencies and has maintained, in residence at California State University, Fresno, a grade point average of 3.0 on 12 units of approved upper-division work or an average of 2.5 on 24 units of approved upper-division work. (Prospective applicants to master's degree programs, see also *Master's Degrees—Grade Requirements*.) When students with unvalidated postbaccalaureate standing

have met the listed requirements, it is their responsibility to request a new statement of standing from their department and to file a Change of Graduate Degree Objective with the Division of Graduate Studies Office.

International Student Admissions

The Division of Graduate Studies seeks to bring students from all parts of the world to the campus. Since English is the language of instruction at the university, students should be prepared to write their theses, examinations, and seminar papers in English. Applicants whose native language is not English must have acquired competence in the English language prior to enrolling in a graduate program or prerequisite courses in order to avoid any delay or difficulty in pursuing their studies.

TOEFL Requirement

All graduate and postbaccalaureate applicants, regardless of citizenship, and whose native language is not English, must demonstrate competence in English. Those applicants must receive a minimum score of 550 (for the paper-based test) and 213 (for the computer-based test) on the Test of English as a Foreign Language (TOEFL). Some graduate programs may require a higher score. Applicants to the English program must attain a score of 600 (on the paper-based test) or 250 (on the computer-based test).

It is highly recommended that TOEFL scores, Graduate Record Examination Aptitude Test scores, application, and official academic documents reach the university Admissions Office at least six months before the semester for which admission is desired. Applicants to the MBA program must submit Graduate Management Admissions Test scores; applicants to the MPA program may submit either GMAT or GRE scores.

The TOEFL is administered at various centers throughout the world. For further information about the TOEFL, write or phone the educational attaché at the nearest U.S. embassy or consulate office or write to:

Testing Services Office
California State University, Fresno
5300 Campus Drive M/S FF63
Family/Food Sciences Building, Room 110
Fresno, CA 93740-8019
U.S.A.

Requests for applications for international postbaccalaureate/graduate admission should be directed to:

Graduate Studies

International Student Services and Programs

California State University, Fresno
5150 North Maple Avenue M/S JA56
Fresno, CA 93740-8026
U.S.A.

During the first semester at California State University, Fresno, foreign graduate students whose native language is not English may be required to enroll in special courses in English to help improve writing skills and to provide the greatest possibility of success in graduate studies.

Advancement to Candidacy: Eligibility

Classified graduate standing gives a student permission to work toward qualifying for candidacy. See *Advancement to Candidacy* diagram on the next page. Advancement to candidacy gives a student permission to proceed toward qualifying for the degree and provides the student with a program of study that has been officially reviewed and approved by both the student's faculty and by the Graduate Dean. This important step confers on the student the status of candidate for the degree and represents a commitment both on the part of the student and the degree program to complete the degree within a specified time limit according to requirements published in a specific university catalog year. Advancement to candidacy is essential to the student in planning for registration in courses. The student should therefore meet with his/her graduate program coordinator soon after attaining classified standing to discuss advancement to candidacy. (See also *Petition of Advancement to Candidacy*.)

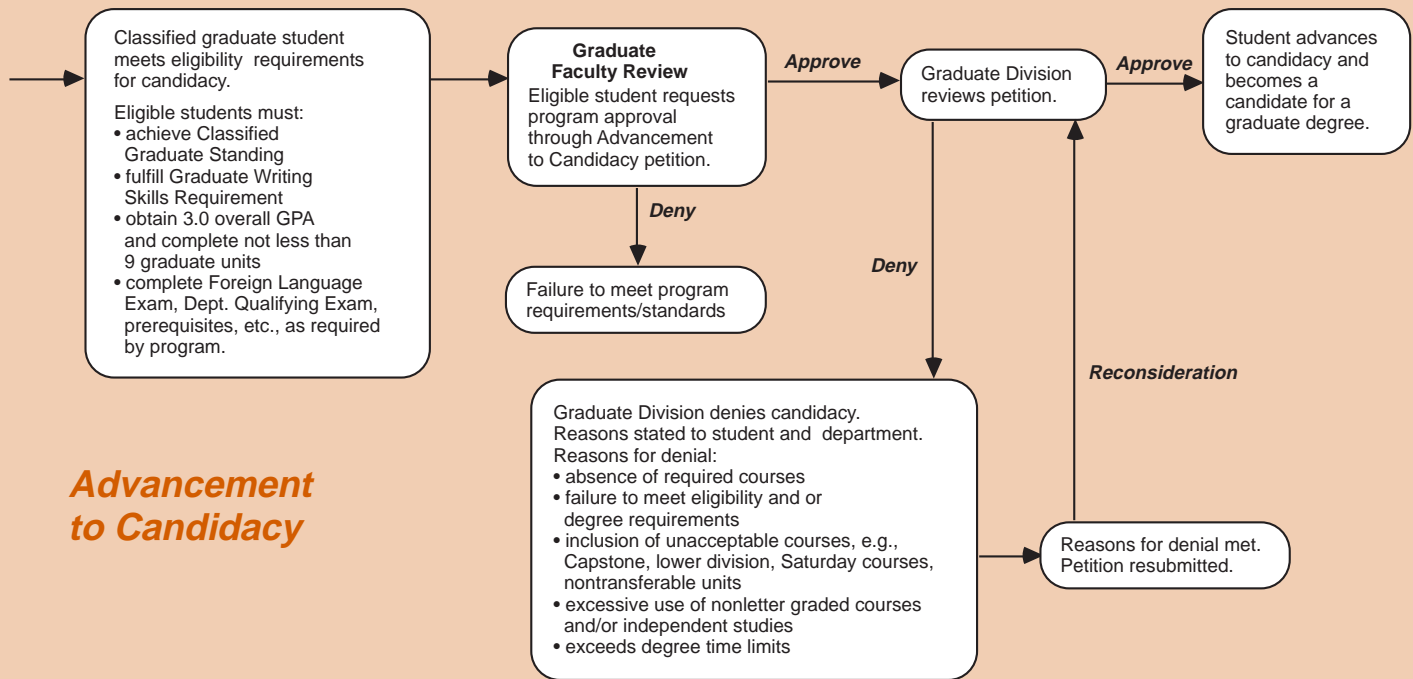
Advancement to candidacy must be attained no later than the semester (or summer) preceding the semester (or summer) in which the student applies for the master's degree. Campus policy requires a student to petition for advancement to candidacy as soon as he/she becomes eligible to do so. Normally, this should occur within one semester of having attained classified standing. Compliance with this policy is necessary for a student to remain in good standing. All students in graduate standing must also demonstrate a satisfactory level of scholastic, professional, and ethical competence as determined by program faculty to be eligible to continue in the graduate program. Eligibility requirements for advancement to candidacy include the following:

1. **Classified Graduate Standing.** A student should be classified by the semester in which a maximum of 10 units to be used toward the master's degree are completed. Not more than 10 units (including transfer and postbaccalaureate credit) completed before achieving full classified standing at California State University, Fresno may be listed on the Petition of Advancement to Candidacy. Courses taken during the semester in which the student is classified may also be listed on the Petition of Advancement to Candidacy.
2. Completion of any additional prerequisites which the adviser specifies in writing.
3. If required, satisfactory completion of the Graduate Record Examination Subject Test or departmental qualifying examination. The Graduate Record Examination Subject Test (GRE) in the major field is required of students working toward the Master of Arts degree in international relations (government), psychology, and the Master of Science degrees in marine science, physics, and psychology. A departmental qualifying examination is required in art, civil engineering, computer science, kinesiology, linguistics, mathematics, and plant science.
4. Completion of the foreign language requirement, as appropriate to the program.
5. A minimum grade point average of 3.0 (for both the overall program and courses taken at California State University, Fresno) on all upper-division and graduate coursework from the date of embarking on the first course of the proposed master's degree program. (See also *Grade Requirements*.) Those enrolling in coursework not related to the graduate degree are encouraged to request *CR/NC* grading.
6. Completion in graduate standing at California State University, Fresno of at least 9 units of the proposed program with a 3.0 grade point average on all completed work appearing on the Petition of Advancement to Candidacy.
7. All graduate students must demonstrate their competence in written English prior to advancement to candidacy. Early completion of this requirement is recommended. The department will note on the Petition of Advancement to Candidacy form the means by which the student has met the writing skills requirement. See approved program requirements.
8. Submission to the Division of Graduate Studies of the properly signed Petition of Advancement to Candidacy. Petition forms are available in the Division of Graduate Studies. In making this recommendation, the department takes into account professional and personal standards as well as scholastic achievement as revealed by grades and performance on examinations. The student is responsible for ensuring that the adviser has sufficient information other than grades and scores on which to make this recommendation. On this petition form the student, in consultation with his or her adviser, lists the coherent set of courses which, when approved, will constitute his or her degree program. The student is responsible for adhering to deadlines established by the Graduate Division for the submission of advancement forms. Approximate deadlines are October 1 (for spring graduation) and March 1 (for summer or fall graduation). Forms received after the deadlines are considered late and will be processed as time allows. Students cannot be advanced to candidacy and graduate in the same semester.

Foreign Language Requirement

For advancement to candidacy, demonstration of competence, usually equivalent to that achieved through two years of collegiate study of one foreign language, is required in specified majors in which upper-division and graduate courses demand such competence.

Competence in the use of a foreign language is required for advancement to candidacy for the Master of Arts degree in English, music (vocal performance and music history only), and the M.F.A. in Creative Writing. The foreign language requirement for the M.A. in International Relations is a prerequisite for graduation rather than advancement to candidacy. Ordinarily, the requirement calls for demonstration of the ability to read materials of the major in one appropriate foreign language. Geology and history, however, specify that a student doing a thesis involving a foreign country must have a reading knowledge of the language of that country. Consult your graduate adviser or the chair of the Foreign Languages and Literatures Department for information about placement tests.



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:

- 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.
- 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.
- 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.
- 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.
- 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.
- Credit by Examination (CBE) may be used to fulfill prerequisites, but may not apply toward the master’s degree program.
- 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

Graduate Studies

coursework may be applied to a 30-unit master's degree program and a maximum of 12 units of *CR*-graded coursework may be applied to a 60-unit program. Some departments allow no *CR*-graded courses to be counted toward fulfillment of their degree requirements.

8. With approval of the graduate program coordinator, postbaccalaureate/graduate credit allowed for work taken prior to the granting of the baccalaureate degree may be applied toward a master's degree. However, the amount of postbaccalaureate credit used toward the master's degree may not exceed one-third of the student's entire approved program. (See *Postbaccalaureate Credit*.)
9. Courses may not be included on the advancement to candidacy form if they do not fall within the 5-year limit for the completion of all master's degree requirements.
10. Refer to catalog section concerning Independent Study.
11. A minimum of 70 percent of the courses in a student's program for the master's degree must be graduate-level courses numbered in the 200 series. Most programs require more than the minimum.
12. Substitutions for regular departmental requirements must be accompanied by written justification appended to the advancement form.

Program Adjustments

It is the student's responsibility to complete the specific courses listed on his or her Petition of Advancement to Candidacy. Once a program has been approved by the University Graduate Committee, it may be changed only on the written request of the student and his or her department or college/school adviser and with the approval of the dean, Division of Graduate Studies. Program Adjustment Request forms are available in the Division of Graduate Studies Office.

Culminating Experience

A culminating experience is required for each master's degree. Acceptable culminating experiences include thesis (299), project (298), or comprehensive examination. Individual departments permit one or more culminating experiences described in this section. Students who have enrolled in

thesis or project units will not be permitted to change to another culminating experience after the initial semester of such enrollment.

1. A thesis is the written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation. Normally, an oral defense of the thesis will be required.
2. A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. It must evidence originality and independent thinking, appropriate form and organization, and a rationale. It must be described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.
3. A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination must evidence independent thinking, appropriate organization, critical analysis, and accuracy of documentation. A record of the examination questions and responses shall be maintained.

Criteria for Thesis and Project

No academic distinction is made between a thesis and a project. Either one is equally acceptable as a means of fulfilling the requirements for the master's degree. Specific departmental instructions or requirements should, however, be ascertained by the candidate before enrollment in courses 298 or 299. The instructor of record for thesis or project must issue a letter grade on the Master's Degree Clearance form through the Division of Graduate Studies.

Whether a student is preparing a thesis or a project, it should be noted that quality of work accomplished is a major consideration in judging acceptability. The fin-

ished project must evidence originality, appropriate organization, clarity of purpose, critical analysis, and accuracy and completeness of documentation where needed.

Critical and independent thinking should characterize every project. Mere description, cataloging, compilation, and other superficial procedures are not adequate.

The quality of writing, format, and documentation must meet standards appropriate for publication in the scholarly journals of the field, or be consistent with the dictates of an authorized stylebook.

1. To be eligible to enroll in thesis or project units, students must have
 - a. been advanced to candidacy for the master's degree;
 - b. maintained a **B** (3.0) overall, Fresno State and program grade point average;
 - c. completed at least 9 units of their approved program on the Fresno campus;
 - d. completed any course in research techniques required by their major department;
 - e. for the thesis, secured a committee (a chair and at least two other members); for the project, met individual departmental requirements; and
 - f. for the thesis, secured approval of their thesis plan from the division or department graduate committee and filed an official thesis committee assignment form with the Division of Graduate Studies.
2. Enrollment in thesis units may be processed any semester after the requirements listed in [1a] through [1f] have been met or special permission for exceptions has been granted. If, however, a student fails to enroll within one semester (excluding summer sessions) after his or her official acceptance by a thesis committee, the committee chair has the option of dissolving the committee, in which case a new committee must be appointed and new forms filed before registration can be processed. A student planning to register for thesis after a break in regular session attendance must be readmitted to the university. Parallel rules apply to project enrollment.
3. Students who plan to extend their thesis work over more than the semester in which they first enroll may select one of

the following options (with the approval of their graduate adviser): (a) register in 299 each term they are working on the thesis with the number of units for each registration reduced so that the total number of units accumulated in 299 does not exceed the limit set by the department; (b) register for the total number of units of 299 in one semester and complete work in subsequent semesters under Graduate Studies Continuation, a zero-unit course required for enrollment purposes; (c) option “a” supplemented by G S Continuation when the maximum number of units is attained with the thesis still incomplete. (See *Continuous Enrollment*.) Note that students enrolled in regular session coursework for a letter grade are not required to enroll in Graduate Studies Continuation. Parallel rules apply to project students.

4. If work in 299 is not completed at the end of the term of registration, but is progressing satisfactorily, an *SP* (Satisfactory Progress) grade is recorded. If the *SP* grade is not replaced within two years by a letter grade, the department may require the student to re-register for the course.
5. The student and the thesis chair should set a deadline for completion of the final draft. This should be no later than seven weeks before the last day of scheduled final examinations. This date should be early enough that the chair and the other members of the committee can clear the draft before the student must meet the thesis submission deadline established by the dean of the Division of Graduate Studies. The latter deadlines are approximately November 1 (fall), April 1 (spring), and July 1 (summer).
6. Before a thesis is officially accepted by the Graduate Division, it must meet Graduate Division criteria on matters of format, documentation, and quality of writing. The final draft, signed by the thesis committee members as acceptable in content and form, should be submitted to the office of the Division of Graduate Studies by the established deadline (see item 5 above). This deadline has been set as late as possible in the semester to accommodate the student; late manuscripts will be accepted, but the student runs the risk of a delay in the granting of the degree and may be requested to reapply for the degree to be granted in a

subsequent semester (or summer terms). Students are urged to follow meticulously the *Guidelines for Thesis Preparation* available in the Kennel Bookstore.

7. The final publication copy of the thesis (an original for microfilming and two photocopies), signed by the thesis committee and ready for binding, together with a receipt for the binding and microfilming fee (payable to the California State University, Fresno Kennel Bookstore Print and Copy Center), must be submitted to the office of the Division of Graduate Studies, before the last day assigned by the thesis consultant. If printed on acid-free, 20# paper and with payment of the required fee, the original copy will be bound with the other copies ordered for the student’s personal use.
8. Doctoral students should obtain dissertation guidelines from the degree program office.

Thesis or Project Research Involving Human Subjects and Animal Subjects

Students conducting thesis research involving human subjects should not begin use of human subjects until written approval has been received from the departmental Human Subjects Committee and, where review demands, the University Committee on Protection of Human Subjects (CPHS). Guidelines and forms for protocols can be obtained from the departmental office or the Office of the Vice President for Administration. Students should allow at least two weeks for a required CPHS review.

Students planning to conduct research involving live animals housed on campus must receive approval of the research from the Animal Care and Use Committee. Forms may be obtained from the office of the dean, College of Science and Mathematics.

Continuous Enrollment

University policy requires graduate students to be continuously enrolled at the university (1) while completing a grade of *SP* in either thesis or project, or a grade of *SP* or *I* in any other course; (2) while preparing to take a comprehensive examination; or (3) during the semester in which an application for the degree to be granted is filed. This policy does not apply to

students who are either enrolled in a course for a letter grade or who have been officially granted a planned educational leave of absence. All students must maintain continuous enrollment during all fall and spring semesters, and during any summer term in which they apply to graduate. To maintain the required enrollment, students must enroll in Graduate Studies Continuation through Extended Education (Extension) or in G S 299 (Regular University Enrollment).

Students who choose to enroll through the Extension option and who later wish to return to regular enrollment at California State University, Fresno will be required to refile an application for admission to the university. Those who have been out of regular enrollment for more than one semester and wish to return will be required to pay an application fee, in addition to refiling an application for admission. For additional information and deadlines, consult the Division of Graduate Studies. Students unable to register in person may provide a letter of permission to a “proxy,” allowing the proxy to register on their behalf.

G S Continuation (Extension). Students who choose to enroll in G S Continuation should go to the Division of Graduate Studies office by the second week of the semester or summer term to have their enrollment eligibility verified. If determined eligible by the Graduate Division, students will be given the appropriate paperwork and will be directed to the Division of Extended Education, Education Building, Room 130, to pay registration fees. Checks for GS Continuation are made payable to California State University, Fresno in the amount of \$227 (amount subject to change.)

G S 299 (Regular University Enrollment). Students enrolling in G S 299 through regular university enrollment should follow the instructions for S.T.A.R. Registration in the Schedule of Courses. G S 299 enrollees must go to the office of the Division of Graduate Studies to obtain the schedule number and have their eligibility verified prior to their assigned registration date and time as indicated on the S.T.A.R. Registration letter.

The International Students Services and Programs Office has indicated that international students may fulfill the continuous enrollment requirement only through G S 299 registration (regular university enrollment) in the fall or spring semesters.

Time Limitations and Validation

Exclusive of prerequisite coursework, a period of five years is allowed for the completion of all requirements for the master's degree. This time limit is indicated for each student on the approved advancement to candidacy petition. A student whose program has been interrupted by military service should consult the dean of the Division of Graduate Studies about provisions for military extensions. Outdated coursework will not be approved for inclusion on the Petition of Advancement to Candidacy at the time of formal approval of the petition is granted. Those courses completed more than five years before the date for completion of all requirements for the master's degree cannot be used to meet total unit requirements except through validation as follows:

Out-of-date coursework may only be validated if such work has been previously approved on this Petition of Advancement to Candidacy. A maximum of one-third of required degree units may thus be validated by such means as are recommended by the department and approved by the graduate dean. Coursework from other institutions may not be validated.

Grade Requirements

All graduate students will be held to the scholarship standards listed under *Academic Regulations*. The following provisions also apply to master's degree programs.

A student admitted to a master's degree program in conditionally classified or classified standing is required to maintain a minimum grade point average of *B* (3.0) on all work taken subsequent to admission to the program.

No course with a grade below *C* may apply on an approved program for the master's degree.

To be eligible for advancement to candidacy, a student must have earned at least a *B* average (overall, program, and California State University, Fresno) on all coursework completed after the date of embarking on the first course to be included in the master's degree program.

To be eligible for enrollment in the thesis or project, a student must have been advanced to candidacy and must have maintained a minimum overall Fresno State and program grade point average of *B*.

To be eligible for the granting of the master's degree, a student must have maintained a *B* average on his or her complete approved program as well as on all courses taken, beginning with the first term listed on the Petition of Advancement to Candidacy.

To be eligible to receive the master's degree *with distinction*, a student must have earned at least a 3.9 grade point average on all coursework taken from the first semester of the approved master's degree program. A minimum GPA of 3.9 must also be attained on the approved program to qualify.

Appeals and Petitions

Graduate (master's degree) students wishing to request substitutions or modifications in a department's degree requirements should initiate their request through the department's graduate committee. Requests for exceptions to established university policies governing graduate study may be addressed to the dean, Division of Graduate Studies and also to the university Graduate Committee. Grade protests must be submitted to the Student Academic Petitions Committee through the director of advising services according to university policy. Information concerning grade protest procedures and dispute resolution is available in the Office of the Dean of Student Affairs.

Enrollment in Graduate-level (200-297) Courses. Enrollment in graduate-level (200-297) courses is limited to those who have been officially admitted to a graduate degree, advanced certificate, or credential program. However, there is a special program for last-semester undergraduate seniors who want to enroll in 200-level courses. All criteria listed on the *Undergraduate Petition to Enroll in Graduate (200-level) Courses* must be met. This petition, available from the Division of Graduate Studies, should be filed prior to the semester in which the student desires enrollment in 200-level course(s).

Application for the Master's Degree to be Granted

An application for the master's degree to be granted (which includes the graduation fee payable at the Cashier's Window in Joyal Administration Building) must be filed within the first two weeks of the semester in which the work is to be completed. In addition, applicants must be enrolled (see *Continuous Enrollment*). During the summer, the application should be filed before the end of the third week of the first summer session. (See *Academic Calendar* and *Fees and Expenses* in this catalog and the *Schedule of Courses*.) Graduation application forms are available in the Division of Graduate Studies office. Prior to filing a request for the master's degree to be granted, the student should check with the graduate adviser of the master's program concerned in order to ensure that all program requirements have been, or will soon be, completed.

Once all requirements for the degree to be granted have been met, it is the student's responsibility to ensure that all necessary paperwork, including the Master's Degree Clearance form, is submitted to the Division of Graduate Studies by the published deadlines. Diplomas for those completing degree requirements will be awarded approximately two to four months after the end of the semester or final summer session.

Failure to complete requirements for the degree during the semester (or summer) of the application necessitates the filing of a new application, including a reapplication fee, for the term of actual completion. Such reapplication is subject to the same time schedule as the original application.

COURSE

Graduate Studies (G S)

300T. Topics in Graduate Studies (1-3; max total 12)

Topics related to the nature of graduate education, to the purpose and background of research and scholarly activity in the graduate enterprise, including participation in aspects of ongoing research conducted by faculty.