

CALIFORNIA STATE UNIVERSITY, FRESNO
Kremen School of Education and Human Development

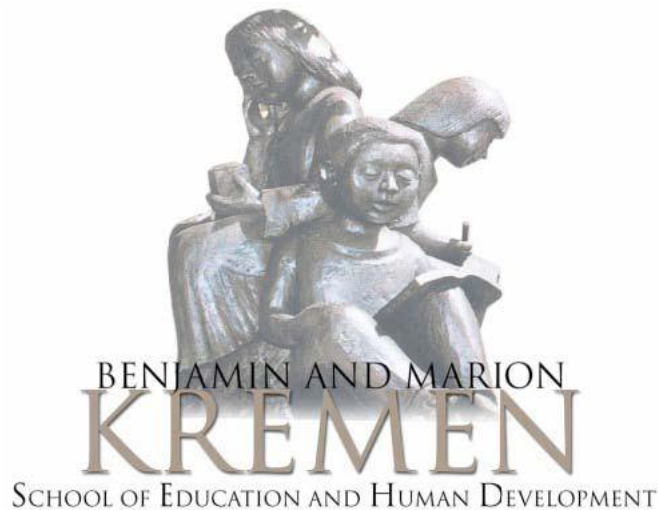
**MASTER OF SCIENCE DEGREE IN COUNSELING
 OPTION: COUNSELING AND STUDENT SERVICES -
 EMPHASIS IN K-12 OR HIGHER EDUCATION**

AND PUPIL PERSONNEL SERVICES CREDENTIAL

ADMISSION REQUIREMENTS

The Counselor Education faculty invites you to apply to an exceptional program that prepares counselors to function effectively as skilled practitioners and leaders in the profession. Counselor Education programs at California State University, Fresno are designed to provide a wide array of opportunities for the development of skills necessary for the delivery of professional counseling services in public and private schools, institutions of higher learning, health and mental health service facilities, and private practice.

Welcome to your first step in becoming a Professional Counselor!
 Please visit our web page at: <http://education.csufresno.edu/cser/>



****PROGRAM APPLICATION DEADLINES****

For current information regarding deadlines and admission processes, please go to; www.csufresno.edu/kremen and click on “Graduate Program Admissions” under the “Applications” tab.

ADMISSION REQUIREMENTS

Applicants desiring a Master of Science Degree in Counseling and/or the Pupil

Personnel Services Credential must complete specific admissions requirements to achieve Classified Standing (full admission) to the program. This includes completing separate applications for:

- Admission to the University
- **Admission to a program within the Kremen School of Education and Human Development (KSOEHD)**

The following pages describe in detail the requirements to apply to the MS in Counseling degree program.

UNIVERSITY ADMISSION REQUIREMENTS

**If you are a current continuing Post Baccalaureate student, please skip the “University Admission Requirement” section and go to “Program Admission Requirements”. You do not need to apply to the University unless you break enrollment.*

Complete the California State University, Fresno application for Graduate Admission available online at: www.csumentor.edu.

To complete your [university application](#), you must send:

- 1. One set of official transcripts** from all colleges attended. If the last school you attended was CSU, Fresno, no transcripts are required. Failure to provide official transcripts to CSU, Fresno admissions will delay your program admission.
- 2. A \$55.00 application fee** to CSU, Fresno. (*please do not send checks with program application*)

Mail the above items to: University Admissions–Graduate, 5150 N. Maple Ave., M/S JA 57, Fresno, CA 93740-8026. Your university admission status may be checked at <http://my.csufresno.edu>.

PROGRAM ADMISSION REQUIREMENTS

All documents required for program admission are to be assembled in *one complete packet* and submitted to the [Graduate Technician](#) in the Education Student Services Center in the Education Building, ED 151.

- 1. Application for Admission to the KSOEHD-Graduate Program.**
Fill in the required information. (Form attached pg 8)
- 2. Documentation of Admission or Application Status to CSU, Fresno**
A copy of your notice of Post baccalaureate admission will meet this requirement or print off status from the Fresno State portal or current transcripts.
- 3. Minimum GPA of 3.0.**
Graduate program applicants must have a minimum GPA of 3.0 in the last 60 semester (90 quarter) units attempted. Failure to provide official transcripts to CSU, Fresno admissions will delay your program admission. The GPA will be verified by technician as file is being set up for review.
- 4. Complete a Statement of Purpose.**
This is a “1 to 2” page, typed statement of your purpose for applying to the Counseling Program. Focus on your present situation and your short and long-term professional goals. You may attach additional pages. (See attached form pg 9)
- 5. Provide Three (3) sealed Letters of Recommendation.** (Print 3 of the attached forms, pg 10)
Include letters of reference and the attached form from instructors, supervisors, or other individuals who are in a position to evaluate you in terms of your potential for graduate study in the Counseling program. *Do not send separately.*
- 6. Writing Competency.**
You must meet this requirement by:
 - Obtaining a minimum score of a 41+ of the California Basic Education Skills Test (CBEST) or pass all sections of the entire test (provide a copy), **OR**
 - Obtaining a minimum score of 114+ on the Upper Division Writing Examination (UDWE) (verified on CSUF transcript), **OR**
 - Earning a grade of “B” or better in ENGL 160W or ENGL 117W (please note these are the

only two “W” courses accepted without request for review).

For information regarding the UDWE, contact the CSU, Fresno Office of Testing Services located in the Family and Food Sciences Building, Room 110 or call (559) 278-2457.

7. Complete prerequisites from CSUF with a grade of “C” or better.

These courses must be completed or in progress prior to applying to the program. Please submit unofficial copies of your transcript from Fresno State with the courses below highlighted for proof of completion.

- **COUN 174 or PSYCH 174**– Introduction to Counseling
- **COUN 176** - Counseling and Mental Health, **or PSYCH 166** - Abnormal Psychology
- **ERA 153** – Educational Statistics or its CSUF equivalent as verified on your CSUF transcripts- PSYCH 144 or 143, SWRK 171 or 176, DS 123, or HS 202.

Coursework from other institutions must be reviewed prior and **separate from application**. For COUN 174 and COUN 176 Check with the program office at 559-278-0340 and get something in writing from the Program Coordinator regarding your substitution course. For ERA 153 and/or the Writing Competency please check our website for the *substitution request form* under “FORMS” for courses from other institutions you would like to substitute. They must be upper division.

8. TOEFL Score of 560-International Students Only.

If you are an International Student, Obtain a TOEFL Score of 560. Verification of the TOEFL score must be provided by the admission date. For information regarding admission deadline dates and specific applications for international students, contact the International Admissions Office, located in the Joyal Administration Building, Room 211 (278-2409).

PUPIL PERSONNEL SERVICES REQUIREMENTS

Credential Students must complete the above, plus have met all the below requirements to even be considered for the PPS:

1. Provide Verification of Having Passed the CBEST.

Applicants must include in their admissions packet a copy of the CBEST Permanent Verification Card.

2. Submit a Medical Clearance. (Form attached pg 13)

Take the “Certification by Director of Student Health Services” form to the Fresno State Student Health Center or private Physician and follow their procedures. This form must be signed by the Health Center Director or another physician and included in your packet.

3. Certificate of Clearance or valid California Teaching Credential (Form is online, instructions attached.)

The California Commission on Teacher Credentialing requires that

each individual who wishes to perform certified services in a

California School provide facts which establish his/her true

identity and good moral character.

Please include with packet, a copy of the Certificate of Clearance obtained online after you apply to the CTC. This may be downloaded at: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> It is not necessary to apply for character and identification clearance if you can present a copy of a valid California teaching credential such as an Emergency Credential or an Adult Education Credential.

4. **Prerequisite COUN 174 or PSYCH 174– Introduction to Counseling and ERA 153– Educational Statistics** (See #7 for details)

ADVISING

Attend an Information session. For the scheduled sessions, please call the Department of Counseling, Special Education and Rehabilitation. (278-0340).

DEADLINES/ CONDITIONS

All materials required for full admission (Classified Standing) to a Graduate program must be submitted in one complete packet to the Graduate Technician in ED 151 by the published deadline.

Spring and fall deadlines for program admission are subject to change without notice. Please check our website for program deadlines at; http://www.csufresno.edu/kremen/applications/graduate_admin.shtml and CSU, Fresno's deadlines at; <http://www.csumentor>.

Applicants are required to attain Classified Standing (full admission) status to program prior to the end of the first semester of program enrollment. Applicants who have not completed all requirements for full admission will not be able to enroll in further Graduate coursework.

PROGRAM ADMISSION REVIEW

Admission to a Graduate program is subject to review of all documentation and recommendation by a committee of the program faculty.

The committee does not automatically recommend for admission all students who meet the minimum admission requirements. It selects for admission into the program only students who demonstrate reasonable academic and professional potential. You will be notified by letter of the Program's admission decision.

Note: Applicants may be required to attend a structured interview.

APPEAL PROGRAM ADMISSION DECISION

If you are denied program admission, you may appeal this decision. However, please note that KSOEHD programs reserve the right to not accept "Special Consideration" applications if program is full.

To do this, you must:

- Bring your letter of denial to the Graduate Technician in ED 151 within two (2) weeks of the date on the letter.
- Obtain from the Graduate Admissions Technician the "Special Consideration Application" and related information.
- The completed "Special Consideration Application" form along with complete application packet is then forwarded to the Program Coordinator who presents it to the Special Consideration Committee for review. You will be notified by letter of the committee's decision.

FINANCIAL AID

Students requesting a letter to be submitted to the Financial Aid Office must be at least conditionally classified in their master's degree program. First-time/new graduate students must request this letter from the Graduate Admissions Office, Joyal Administration Building, Room 121; and students continuing in the graduate program must request this letter from the Division of Graduate Studies Office, Thomas Administration Building, Room 130.

UNIVERSITY - WIDE SERVICES FOR STUDENTS

A list of university services and related offices available for students is provided below. Additional information about services available for students can be obtained from the Dean of Student Affairs located in the Joyal Administration Building, Room 262 (559-278-2541) or on the following Web site:

<http://studentaffairs.csufresno.edu/> (The area code for all telephone numbers listed below is "559.")

Admissions/Records/Evaluations http://www.csufresno.edu/catoffice/current/admsns.html	Joyal Lobby (windows)	278-2261
Advising Office (serving returning students) http://studentaffairs.csufresno.edu/ReEntryProgram/	Joyal 224	278-1787
Career Development and Employment http://www.fresnostatecareers.com/	Joyal 256	278-2381
Financial Aid Office http://studentaffairs.csufresno.edu/financial_aid/	Joyal 296	278-2182
Learning Resource Center http://www.csufresno.edu/lrc	Peters Bldg. Annex	278-3052
Office of Testing Services http://www.csufresno.edu/testing/	Family/Food Sciences 110	278-2457
Services for Students with Disabilities http://studentaffairs.csufresno.edu/SSD/	University Center, Rm. 5	278-2811
University Outreach (serving first-time students) http://www.gotofresnostate.com/	Joyal 252	278-2048
Veterans Benefits http://www.csufresno.edu/are/veterans/	Joyal 106	278-7030

**MASTER OF SCIENCE DEGREE IN COUNSELING-
AND STUDENT SERVICES**

COUNSELING

PREREQUISITES		
		Units
ERA 153	Educational Statistics	3
COUN 174 OR PSYCH 174	Introduction to Counseling	3
COUN 176 OR PSYCH 166	Counseling and Mental Health or Abnormal Psychology	3
<i>Prerequisites Total</i>		9
COURSE OF STUDY		
CORE REQUIREMENTS		
COUN 200	Seminar in Counseling Techniques	3
COUN 201	Seminar in Multicultural Aspects of Counseling	3
COUN 202	Seminar in Group Counseling	3
COUN 203	Seminar in Assessment in Counseling	3
COUN 206	Counseling Through the Lifespan	3
COUN 208***	Practicum in Counseling	4
COUN 220*	Seminar in Career Development Theory	3
ERA 220	Research in Education	3
<i>Subtotal:</i>		25
SPECIALIZATION IN HIGHER EDUCATION SETTINGS		
COUN 214	Student Development Theory and Higher Education	3
COUN 215	Foundations of Student Services in Higher Education	3
EAD 261	Managing Educational Organizations	3
CI 285 OR	Seminar in Advanced Educational Psychology	3
ERA 288	Educational Measurement and Program Evaluation	3
COUN 219	Field Practice in Student Services	4
Specialization in K-12 Settings		
COUN 240	Seminar in Counseling of Exceptional Children and Their Parents	3
COUN 241	Seminar in Organization of Counseling Services	3
COUN 242	Seminar in Parent Education, Pupil Advocacy, and Consulting	3
CI 285	Seminar in Advanced Educational Psychology	3
ERA 288 OR	Educational Measurement and Program Evaluation	3
COUN 249	Field Practice in School Counseling	4
<i>Subtotal:</i>		16
CULMINATING EXPERIENCE		
COUN 298** OR	Project (3 units) plus 4 units of electives	7
COUN 299** OR	Thesis (3 units) plus 4 units of electives	7
Comprehensive Exam (0 units) plus 7 units of electives		7
<i>Subtotal:</i>		7
TOTAL UNITS		48

* Students must pass the graduate writing requirement, which is part of COUN 220, prior to applying for Advancement to Candidacy.

** Advancement to Candidacy must be attained one semester prior to the term in which the student wishes to graduate or register for the culminating experience (i.e., COUN 298 Project OR COUN 299 Thesis OR Comprehensive Examination).

*** COUN 208 must be successfully completed with a "B" or better

**For information, contact the Program Coordinator
ED 350, (559) 278-0340.**

**PUPIL PERSONNEL SERVICES (PPS) CREDENTIAL
IN SCHOOL COUNSELING**

PREREQUISITE

		Units
ERA 153	Educational Statistics	3
COUN 174	Introduction to Counseling	3
<i>Prerequisites Totals</i>		6

COURSE OF STUDY

		Units
CI 285	Seminar in Advanced Educational Psychology	3
COUN 150	Laws Relating to Children	3
COUN 200	Seminar in Counseling Techniques	3
COUN 201	Seminar in Multicultural Aspects of Counseling	3
COUN 202	Seminar in Group Counseling	3
COUN 203	Seminar in Assessment in Counseling	3
COUN 206	Counseling Through the Lifespan	3
COUN 208*	Practicum in Counseling	4
COUN 220	Seminar in Career Development Theory	3
COUN 233	Seminar in Therapeutic Methods with Children, Adolescents, and Their Families	3
COUN 240	Seminar in Counseling of Exceptional Children and Their Parents	3
COUN 241	Seminar in Organization of Counseling Services	3
COUN 242	Seminar in Parent Education, Pupil Advocacy, and Consulting	4
COUN 249	Field Practice in School Counseling	8
<i>Subtotal:</i>		48
TOTAL UNITS		48

OTHER NEEDS

CBEST	
Certificate of Clearance	
OR Teaching Credential	
* COUN 208 must be successfully completed with a “B” or better	

CREDENTIAL AUTHORIZATION

Students must file an application for the PPS credential after all of credential coursework is completed. Applications are available by emailing the Credential Analyst at: sherrin@csufresno.edu Please turn in your completed application to the Credential Analyst in the Education Student Services Center, ED 151. In addition to state fees, a \$25 KSOEHD processing fee will be charged for all services and specialists credentials.

**For information, contact the Program Coordinator
ED 350, (559) 278-0340.**

KSOEHD APPLICATION TO PROGRAM

You are applying to the: (Please check the appropriate boxes.) You may NOT apply to multiple Master's programs within KSOEHD

Master of Science in Counseling, Option:

- Counseling and Student Service-K-12 Credential
- Counseling and Student Services-Higher Education

and/or Advanced Credential:

- Pupil Personnel Services in School Counseling

(Please type below)

NAME: _____

Last
Middle

First

ADDRESS: _____

Number & Street
State

Zip

City

TELEPHONE: Home _____ Business _____

CSUF E-MAIL: _____ E-MAIL (ALTERNATE): _____

SS# _____ BIRTHDATE: _____ STUDENT ID#: _____

GENDER: Male Female

EDUCATIONAL BACKGROUND

	<u>INSTITUTION</u>	<u>DEGREE</u>	<u>MAJOR</u>
<u>UNDERGRADUATE</u>	<u>YEAR GRADUATED</u>		
_____	_____	_____	_____
_____	_____	_____	_____
<u>GRADUATE</u>			
_____	_____	_____	_____
_____	_____	_____	_____
<u>CREDENTIAL</u>	<u>DATE EXPIRES</u>	<u>INSTITUTION</u>	<u>TYPE OF</u>
<u>CURRENT CALIFORNIA CREDENTIAL:</u>	_____	_____	_____
_____	_____	_____	_____

COMPLETION OF THIS FORM DOES NOT CONSTITUTE ADMISSION TO CSU, FRESNO.

STUDENTS DO NOT WRITE BELOW THIS LINE

Admission Review Form

Circle one: *Mail* *In person*

Staff Initials and Date: _____

- 1. KSOEHD Application (Above Complete)
- 2. Admission Status to CSUF- Dept Rec Change-CSUF Change-Form Permission for Late Admission
- 3. GPA of 2.75: UGRD cumulative _____ Last 60 units _____
PBAC cumulative _____ CSUF PBAC GPA _____
- 4. Statement of purpose
- 5. Letters of recommendation: 1) 2) 3)

- 6. Writing competency: CBEST or UDWE or ENGL 160W or ENGL 117 W ("B" or better) _____
- 7. Prerequisites: COUN 174 _____ COUN 176 _____ ERA 153 _____
- 8. TOEFL (if foreign student 550+) Score _____ Date _____

PPS Student requirements:

- 9. CBEST PASSED ERA 153 _____
- 10. Medical Clearance _____
- 11. Certificate of Clearance or valid teaching credential _____
- 12. Prerequisites: COUN 174 _____

Faculty Review	Graduate Technician
<p>Master's Program: <input type="checkbox"/> <input type="checkbox"/> Admit <input type="checkbox"/> <input type="checkbox"/> Deny</p> <p>Credential Program: <input type="checkbox"/> <input type="checkbox"/> Admit <input type="checkbox"/> <input type="checkbox"/> Deny</p> <p>Reasons _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Coordinator _____</p> <p>_____ Date _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Add PPS _____</p> <p>_____ Date _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Reconsider _____</p> <p>_____ Date _____</p>	<p><i>Service Ind:</i> _____</p> <p>_____</p> <p><i>Assigned Advisor</i> _____</p> <p>_____</p>

Kremen School of Education and Human Development Graduate Programs

S T A T E M E N T O F P U R P O S E

Master of Science in Counseling, Option:

and/or Advanced Credential:

- Counseling and Student Service-K-12
School Counseling Credential
- Counseling and Student Services-Higher Education

- Pupil Personnel Services in

NAME: _____

_____ Last First

Middle

In the space provided below, provide relevant information about yourself including goals, objectives, and experiences related to the master's degree and/or advanced credential certificate program to which you are applying. Please focus primarily on your short-term and long-term professional goals. You may attach additional pages.

Kremen School of Education and Human Development Graduate Programs

LETTER OF RECOMMENDATION

PRINT 3 of these forms

Master of Science in Counseling, Option:

- Counseling and Student Service-K-12
 School Counseling Credential
- Counseling and Student Services-Higher Education

and/or Advanced Credential:

- Pupil Personnel Services in

NAME: _____

_____ Last _____ First
 _____ Middle

Please submit with application packet sealed. Do NOT send separately.

To the Applicant: Complete the information requested above and give to the person(s) providing the reference(s). Please note that, generally, confidential recommendations often provide more useful information. **In accordance with the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and the related policies and regulations, it is also understood that upon request, this letter will not be made available to the applicant (or candidate) for examination.** If you agree, you may sign the waiver below. The decision is up to you.

I waive the rights to see or inspect this form or any statement sent to the indicated program as a result of this request.

Signature _____ Date _____

THIS PART TO BE COMPLETED BY THE EVALUATOR

The Kremen School of Education and Human Development would appreciate a statement from you evaluating the person named above for enrollment in and successful completion of an advanced credential and/or Master degree program. If additional space is needed, the back of this form may be used. Please feel free to use your own letterhead and disregard this page. **Provide the applicant with this form in a sealed envelope and with a signature across the seal.**

Please rate the applicant with other individuals seeking comparable experiences.

	Superior	Above Average	Average	Below Average
<i>Intellectual Ability</i>				
Imagination and Creativity				
Interest and Enthusiasm				
Ability to Communicate				
Stability				

If you alone were making the decision as to whether or not the applicant should be accepted, which of the following would you do?

- Seek out—Will be a truly outstanding student and professional
- Definitely Accept---Will complete the indicated program at a superior level
- Accept---Should complete the indicated program at a satisfactory level.
- Accept---Accept, but with reservation concerning ability or motivation (Please explain.)
- Do not accept. (Please explain.)

Signed _____ Date _____ Position _____

Address _____

This letter of recommendation is to be included with other application materials that are to be submitted in one complete packet required for admission to an advanced credential and/or Master degree program. Provide the applicant with this form in a sealed envelope and with a signature across the seal.

PUPIL PERSONNEL SERVICES CREDENTIAL ADMISSION REQUIREMENT

Medical Clearance Form

(Please type below)

NAME: _____

Last

Middle

First

ADDRESS: _____

Number & Street

State

Zip

City

TELEPHONE: Home _____

Business _____

CSUF E-MAIL: _____ E-MAIL

(ALTERNATE): _____

SS# _____ BIRTHDATE: _____

STUDENT ID#: _____ GENDER: Male Female

CERTIFICATION BY DIRECTOR OF STUDENT HEALTH SERVICES OR PRIVATE PHYSICIAN

This is to certify that the applicant is negative for active Tuberculosis or shown proof of immunity. *(EC44336 – This student is “free from any contagious and communicable disease or defect unfitting the applicant to instruct or associate with children.”)*

Date

Health Center Director or Private Physician's Signature

Office Address (If private Physician)

For PPS APPLICANTS ONLY!

Certificate of Clearance Process

The **California Commission on Teacher Credentialing (CTC)** requires that each individual who wishes to perform certified services in a California school obtain a Certificate of Clearance. *Do not proceed with this if you already hold a valid Teaching Credential.*

These steps must be completed in this order:

- 1. Complete the [Request for Live Scan Service form](#) and take to one of the following locations:**
 - **CSU Fresno Campus Police Department**
 - Schedule an appointment by calling (559) 278-2958, M–F 8:00am – 5:00pm
 - Fee is \$71.00 (payable by personal check, cashier’s check, money order)
 - Electronic fingerprints will be taken
 - **Local Sheriff’s Department**
 - Fees may vary
 - Electronic fingerprints will be taken

AFTER completing the Live Scan fingerprinting process, go to:

<https://teachercred.ctc.ca.gov/teachers/index.jsp>

- 2. Complete the online application for a Certificate of Clearance**
 - Click on: “Direct Application” (non-recommendation only)
 - Fill in all needed information
 - Fee is \$29.50. Print out your payment verification

Please allow a minimum of two weeks for your Live Scan results to be processed. If you have had a misdemeanor/criminal conviction or other issues the Commission may need additional documentation and processing will take longer.

- 3. Check the CTC website at:**

<https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> regularly to see when your Certificate of Clearance is issued. Print one copy and include with credential program application.

** **Exemption** – It is not necessary to apply for the Certificate of Clearance if you can present a copy of a valid California certificate or credential such as: an emergency permit, Pre-intern certificate, PPS credential, Children’s Center Permit or Adult Vocational Education credential.*

CONGRATULATIONS!
NOW YOU ARE READY TO:

- 1. Print this application (Keep pages 1-7 for future reference.)**
- 2. Place this application and all documentation in order addressed in pages 1-7. Include the additional documentation required.**
(NOTE: you must submit proof of prerequisite coursework.)
- 3. Keep a copy of all documents submitted, for your records. We will NOT make copies for you.**
- 4. Bring the completed application and additional documents to the Education Student Services Center, ED 151 prior to the application deadline date or mail to:**
Kremen School of Education and Human Development
Attn: Graduate Technician, Maria Elrod
5005 North Maple Ave. M/S 301
Fresno, CA. 93740-8025
- 5. We will notify you via letter. Admission status is not given over the phone, in person or via e-mail. Notification can take several weeks even months after the program deadline, we thank you for your patience in advance.**

September 26, 2011

Admission Letter

«First» «Last»
«Address»
«City», «State» «Zip»


Dear «First»:

I am pleased to inform you that you have met all requirements for admission and have been recommended by the Faculty Review Committee for classified standing (full admission) to the «**Credential**» program effective «**Classified**». (You did not indicate you needed to pursue the Master's degree. This is for admission to the Credential program only.) This program admission is contingent upon your University admission.

To provide you with academic advisement when needed, you have been assigned «**Advisor**» as your program adviser. Please contact your adviser if you have any questions or need additional information regarding the program.

On behalf of the program faculty, I congratulate you on your admission and wish you much success as you move toward attainment of your program and career goal.

Sincerely,

A handwritten signature in cursive script that reads "Susan M. Tracz MCE".

Dr. Susan Tracz
Graduate Programs Coordinator

cc: «**Advisor**»

September 26, 2011

Admission Letter (Conditional)

«First» «Last»
«Address»
«City», «State» «Zip»

Dear «First»:

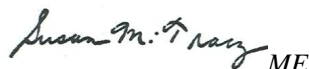
Your program application has been recommended by the Program Faculty Review Committee for conditional admission into the «Program» «Option» «Credential» program. You have been assigned «Advisor» as your program adviser for all academic advisement. Please contact your adviser if you have any questions. *(Program admission is contingent upon your University admission.)*

To be fully admitted or achieve classified standing, you must achieve a 3.0 GPA or better as a post baccalaureate student and complete the item(s) checked below by the end of the «Application» semester or prior to completing 9 units in program coursework:

- Application to CSUF as a Graduate Student- *If you already applied, please do not notify us, check your status at my.csufresno.edu. If you have items to complete, please take care of them immediately. The Kremen School of Education Graduate Technician will verify admission directly with University Graduate Admissions. If you have not applied to the University it is imperative that you contact our office immediately. (melrod@csufresno.edu)*
- Permission for admission to CSU, Fresno has been requested. *Please check your email daily for instructions on when to apply. The email will be sent via email to: «Email»*
- Change of Degree Objective:
- Writing competency met by one of the following: *Coursework or exam must be taken the first semester.*
- Prerequisite coursework: Complete with a or better. *All Graduate Students must achieve a 3.0 GPA or better overall. Coursework must be taken the first semester.*
- Provide a copy or copies of:
- Complete 9 units with a “B” or better as a Post Baccalaureate student.
- Other:

Please provide evidence of completion of the above item(s) to the Graduate Technician in room ED 151. Your file will then be reviewed and you will be notified of your status change to “Classified” standing, if you are eligible. Failure to provide evidence of having met the requirement(s) checked above could prevent you from enrolling in further graduate coursework.

Sincerely,

 ME

Dr. Susan Tracz
Graduate Programs Coordinator
cc: «Advisor»