

ADMISSIONS - GENERAL INFORMATION

STANDARDIZED TESTING

Applicants are required to submit standardized test scores if required by the program. The General Test of the Graduate Record Exam (GRE), the Graduate Management Admissions Test (GMAT), or the Miller Analogies Test (MAT) may be required. Some departments may additionally require the GRE Subject Test.

Standardized tests are not currently required for applicants to these graduate degrees: Counseling, Creative Writing, Education, English, Linguistics, Nursing, Rehabilitation Counseling, Social Work, Spanish, and Special Education. Also, the tests are not required for applicants to the advanced certificates in Composition and TESOL.

Note: GRE test scores are not to be used as the sole criterion for judging a candidate's eligibility. However, they may be regarded as providing a useful tool for an objective assessment of the average ability of applicants across disciplines.

International applicants need to be informed that the Test of English As a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) is required for all applicants from countries in which the official language is not English. Minimal TOEFL requirements differ from program to program (see also International Student Program Admissions Criteria).

Note: The TOEFL or IELTS may be required for domestic applicants with academic documents from countries in which the official language is not English. Contact the Graduate Admissions office or the International Admissions office as appropriate.

GRE Testing information is accessible through the GRE Web site <www.gre.org>. Current information on test dates and test sites may also be found in the GRE Bulletin, available from the Division of Graduate Studies and the Testing Services office (Family Food Science 110, 278-2457). GRE scores are available from the National Graduate Records Center for 5 years from the testing date.

General Test: Computer-based testing for the GRE General Test is available on the Fresno State campus through the Testing Services office.

Subject Test: This test is offered paper-pencil only, three times a year, and is available on the Fresno State campus through the Testing Services office.

Note: A limited number of fee waivers for the GRE General and Subject tests are available to those who meet the eligibility requirements. Contact the Testing Services office (Family Food Science 110, 278-2457).

STANDARDIZED TESTING (continued)

- GMAT** Testing information is accessible through <www.mba.com>. Computer-based testing for the GMAT is available in Fresno through the Pearson Professional Center (559-256-0060 or 800-717-4628).
- MAT** The MAT is offered at the Testing Office by appointment Monday through Friday. Consult the university's Testing Services office (FFS 110, 278-2457) or <www.milleranalogies.com>.
- TOEFL** Students requesting information on dates, times, scheduling, costs, and sites may be referred to the Educational Testing Service (609-771-7100 or <www.toefl.org>) or IELTS <www.ielts.org>. The TOEFL Information Bulletin for Computer-Based Testing is available from the Division of Graduate Studies and the Testing Services offices. Computer-based testing for the TOEFL is available on the Fresno State campus through the Testing Services office.

SPECIAL ADMISSION

Certain applicants to the university who do not meet the minimum 2.50 GPA for admission may request special admission.

Paperwork

The special admission process is a self-managed procedure. Denied applicants to the university who wish to appeal may do so by requesting special admission. Information detailing the process, "Instructions & Guidelines for Postbaccalaureate/Graduate Request for Special Admission," and the supporting form, "Assessment for Special Admission," are available in the Division of Graduate Studies office, Thomas Administration Building, Room 130 and on the DGS Web site.

Denied postbaccalaureate students who seek information on the special admission process to programs other than a graduate degree, certificate of advanced study, or credential should contact the Graduate Admissions Office, Joyal Administration Building, room 121, 559-278-4073.

SPECIAL ADMISSION (continued)

Procedure

Support of the program faculty is essential to this process. Based on sufficient evidence of academic and professional potential, the program coordinator/director may then recommend special admission to the university and to a graduate program to conditionally classified standing. Conditions need to be indicated on form.

If the applicant is *not* recommended for admission to the university and program, reasons need to be indicated on the form.

SPECIAL ADMISSION FOLLOW-UP

The academic progress of all students admitted by special action (special admission) must be carefully monitored.

Procedure

After semester grades are posted, the evaluator in the Division of Graduate Studies analyzes academic records of special admission students.

Failure to meet special admission conditions will result in the student's being placed on Administrative Academic Probation (see also Grading/Academic Credits)

Notification will be sent to the student and graduate coordinator/director.

BREAK IN ENROLLMENT — READMISSION OF RETURNING STUDENTS

Coordinators/directors should advise students who break their enrollment to reapply according to the following procedures:

- One semester break Full application (csumentor.edu)
no application fee
- More than one semester break Full application (csumentor.edu)
plus application fee

CHANGE OF DEGREE OBJECTIVE

Continuing students wanting to change from unclassified (“undeclared”) status to a specific degree program, change their plan (graduate program and/or option or advanced certificate program), or add a second graduate degree objective, may do so by filing the required request. All requests to add or change graduate degree or certificate of advanced study objective must be handled in the same manner as any new application to the program concerned.

Required Student Paperwork

- “Application to Add or Change Graduate Degree or Certificate of Advanced Study Objective,” available at the DGS office or on the DGS Web site via the “Forms” link.
- A \$5.00 non-refundable service fee, paid at the cashier’s window. Submit receipt with form to the DGS office.

Eligibility Criteria

- Must have a 2.5 GPA on the last 60 units or post-baccalaureate units completed.
- If required, must have completed the required standardized test (GRE, MAT, or GMAT). International students must have passed the TOEFL exam.
- Must provide a copy of transcript if BA/BS degree received from an institution other than Fresno State.

Deadlines

Applications are accepted throughout the year.

Procedure

The Division of Graduate Studies will evaluate request and forward Departmental Recommendation for Graduate Program to the program coordinator/director for their program decision.

The Division of Graduate Studies will update student program/plan, student standing, and checklist in the PeopleSoft system.

Advising Tip

Students must meet with graduate coordinator/director for program admission instructions, deadlines and advisement.

CERTIFICATE OF ADVANCED STUDY PROGRAMS

Requirements vary with each program. See also *Program Admission*, p. F-4. The following policies apply to all programs:

- Standardized tests, if required.
- Double counting of units on graduate degree program and the certificate may be allowed, but is limited.
- Those pursuing only the certificate program are ineligible for awards designed for graduate degree students.
- Application deadlines for the awarding of the certificate are the same as for graduate degree applicants. A separate application form is needed (see “Application for the Award of the Certificate of Advanced Study”) in the “Forms” section of the DGS Web Site. The form is also available from the Division of Graduate Studies office.

SECOND GRADUATE DEGREE

There may be some instances where a student will find it desirable to pursue a second graduate degree. Such instances may include preparation for a change in career path, a need for meeting licensure requirements, or a desire to add to professional marketability.

Coordinators/directors should advise students wishing to seek more than one graduate degree to consult with a graduate evaluator in the Division of Graduate Studies. Special rules apply regarding time limitation and counting of coursework. The following additional limitations apply:

- Prior approval from the graduate dean is required.
- A second graduate degree in the same field is not allowed.
- Coursework may not be double counted.

M.A. OR M.S. IN INTERDISCIPLINARY STUDIES (formerly M.A. Special Major)

If the graduate programs currently offered on this campus do not meet students’ interest or specific needs, it is possible for them to design their own program of study through an M.A. (formerly M.A. Special Major) or M.S. in Interdisciplinary Studies. All proposals for a master’s degree in Interdisciplinary Studies must be approved by the chairs and graduate program coordinators/directors of the departments concerned prior to the student embarking upon graduate courses that might be included in the core program. Consult the Division of Graduate Studies Office for details about this degree.