

# ADVANCEMENT TO CANDIDACY

The “Petition of Advancement to Candidacy” form serves as a guideline for progress toward and completion of the degree. Please encourage completion of this step early in the student’s program. Your careful review, as graduate coordinator/director, is important.

## Required Paperwork

- “Petition of Advancement to Candidacy” (available online via the “Forms” link on the DGS Web site).
- *If transfer work is listed on the petition:* Course description and graduate degree program description demonstrating that the course could have been used toward the graduate degree at the other institution; the course numbering and grading systems; information clarifying whether the institution used the semester or quarter system; and one official transcript of transfer work (on file in the Office of Admissions and Records at Fresno State).

## Eligibility Criteria

The student must have

- achieved Classified Standing,
- completed at least 9 units at Fresno State toward the proposed program,
- attained a minimum program grade point average of 3.0 in coursework listed on the advancement petition,
- fulfilled the graduate writing skills requirement,
- passed the GRE Subject Test (if required),
- passed the Department Qualifying Examination (if required),
- completed the foreign language requirement (if required).

## Deadlines

- The sixth week of the semester prior to the term in which a student registers for the culminating experience, and/or applies for the graduate degree to be granted. Consult the *Class Schedule* or the “Dates & Deadlines” section of the DGS Web site for exact deadlines.

## Procedure

The student should:

- schedule an appointment to meet with his or her graduate adviser and complete of the “Petition of Advancement to Candidacy”;
- obtain the signature of the graduate program adviser and/or coordinator/director, and if required, that of the department chair, and college/school dean;
- return the advancement petition to the Division of Graduate Studies Office for final approval.

## **Advising Tips**

- Courses used to fulfill General Education curriculum, undergraduate writing “W” courses, 300-series courses, and lower division courses may not be listed on the advancement petitions.
- A maximum of one-fifth of the program units (e.g., 6 units of a 30-unit graduate degree) listed on the advancement petition may be independent study units.
- A minimum of 70% of a student’s program must consist of 200-series courses.
- A maximum of 6 units of CR-graded coursework may apply toward a 30-unit graduate degree.
- A maximum of 9 transfer units (number of program units, divided by 3.33) may apply toward a 30-unit graduate degree.

## **OTHER DEPARTMENTAL REQUIREMENTS**

As graduate coordinator, you will need to indicate fulfillment of the following items on the “Petition of Advancement to Candidacy.” Include date where appropriate.

- Classified Graduate Standing (required)
- Graduate Writing Skills Requirement (required)
- GRE Subject Test (as required)
- Department Qualifying Exam (as required)  
Date established by the program.
- Foreign Language Requirement (as required)  
Determined within the program

All students must satisfy the writing requirement as defined by the student’s program and approved by the University Graduate Committee, before being allowed to advance to candidacy. For information regarding current policy, see “Graduate Writing Requirement,” available at the DGS office and online via the “Forms” link on the DGS Web site.

## **PROGRAM ADJUSTMENT REQUEST**

Once a student has been officially advanced to candidacy, the “Petition of Advancement to Candidacy” may be changed only on the written request of the student and his or her department via a “Program Adjustment Request” (PAR) form, available at the DGS office and online via the “Forms” link on the DGS Web site.