

# APPEALS AND PETITIONS

## ACADEMIC OVERLOAD

The maximum allowable load is 16 units for full-time graduate 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” (available at the DGS office and online via the “Forms” link on the DGS Web site) during the registration period.

## COURSE VALIDATION

Course validation determines subject currency in outdated (older than five years) coursework. A maximum of one-third of the courses listed on the student’s approved “Petition of Advancement to Candidacy” may be validated. Validation methods are determined individually for each course by the instructor of record.

### Required Paperwork

“Recommendation for Course Validation” form (available at the DGS office and online via the “Forms” link on the DGS Web site).

### Eligibility Criteria

- Student must have an approved “Petition of Advancement to Candidacy” form on file in the Division of Graduate Studies office.
- Coursework can only be validated when both the instructor of the course and the graduate coordinator/director have approved the validation method.

### Deadlines

- The final day of the term in which the student applies to graduate.

### Procedure

Students should pick up the “Recommendation for Course Validation” form from the Division of Graduate Studies or print it from the DGS Web site; meet with the instructor of the outdated course, or if no longer present, meet with the current instructor to determine the method of validation; obtain the instructor’s and graduate coordinator/director’s signatures; and return the form to the Division of Graduate Studies Office.

## **Advising Tips**

- Only courses taken at California State University, Fresno may be validated.
- Course validation may be allowed only when courses fall out of date after the Petition of Advancement to Candidacy has already been approved. Courses older than five years may not be listed in the advancement petition at the time approval of the petition is granted.

## **GRADUATE STUDENT PETITIONS (General)**

Graduate or postbaccalaureate students may, for justifiable and appropriate reasons, petition to waive department, program, or Division of Graduate Studies regulations regarding acceptable academic standards of performance (i.e., curricula, program coursework, grading, timelines, degree progress). Students may also wish to petition for an exception or waiver of university-wide policies under special circumstances, including those pertaining to registration matters, grades, student conduct, or interpretation of established regulations. Decisions on individual cases shall be made in accordance with the procedures detailed in the *Academic Policy Manual*, 247-1 – 247-4. (The Graduate Academic Petitions Committee is charged with reviewing and adjudicating such petitions; committee policies and procedures can be found in the *APM*, 248-1 – 248-3.)