

Guidelines for the Completion of the Advancement to Candidacy Petition

This information is provided to assist you in the completion of the Petition of Advancement to Candidacy form. It will be necessary for you to make an appointment with your graduate adviser, and, if needed, obtain a copy of your California State University, Fresno transcript from the University Records Office to refer to when filling out the advancement petition. Complete both sides of the attached petition. If more space for listing coursework is needed, attach an additional advancement petition with the required signatures as a second page to this form. Return the petition to the Division of Graduate Studies office, Thomas Administration Building, room 132. You will receive a written response of approval or denial from one of the evaluators in the Division of Graduate Studies within six to eight weeks after submission of the petition.

Filing Deadline

Advancement to candidacy gives a student permission to proceed toward qualifying for the master's degree and should be accomplished as soon as you are eligible. Your Petition of Advancement to Candidacy must be received in the Division of Graduate Studies no later than the sixth week of the semester **prior** to the semester in which you register for the culminating experience (thesis, project, or comprehensive exam) or apply for the master's degree to be granted. Check the Academic Calendar in the current *California State University, Fresno General Catalog* for exact deadlines.

Eligibility

In order to be eligible for advancement to candidacy you must have accomplished the following: attained classified standing; completed at least 9 units at Fresno State toward your proposed program; achieved a minimum grade point average of 3.0 in all coursework listed on the Petition of Advancement to Candidacy; fulfilled the Graduate Writing Skills Requirement; passed the Subject GRE (if required); passed the Department Qualifying Examination (if required); and completed the foreign language requirement (if required).

Degree Title

List the official degree title and designated option (if applicable) of your graduate program.

Classified Graduate Standing

If you were admitted to your program with *conditionally classified graduate standing*, you will need to attain *classified graduate standing*. You may do so by contacting your graduate coordinator and requesting the submission of the Classified Graduate Standing Request form to the Division of Graduate Studies. Please note that no more than 10 units (including transfer and postbaccalaureate credit) completed before achieving *classified graduate standing* may be listed on the Petition of Advancement to Candidacy.

Graduate Writing Skills Requirement

In keeping with the university's graduate-level writing proficiency requirement, all graduate students must demonstrate their competence with regard to writing skills prior to advancement to candidacy. Each graduate program has a different method for fulfilling the writing requirement. Consult with your graduate adviser to determine how this requirement is met, and indicate the date this requirement was completed in the appropriate section of the advancement petition.

Subject GRE

The Subject GRE is required prior to advancement to candidacy by the following programs: Physics and Psychology. List the exact date the Subject GRE was taken on the advancement petition. Please note that the Subject GRE is **not** the same as the General GRE that is required prior to admission to a graduate program.

Departmental Qualifying Examination (DQE)

The DQE is required prior to advancement to candidacy by the following programs: Art, Civil Engineering, Computer Science, Kinesiology, Linguistics, Mathematics, Plant Science, and Viticulture and Enology. List the exact date the DQE was passed on the advancement petition.

Substitutions

If your proposed program of study departs from the department's master's degree program description in the current *California State University, Fresno General Catalog*, your graduate coordinator must note all substitutions of required coursework on the front of the advancement petition under the *Approved Substitutions for Required Courses* section.

Catalog Year

Usually students are advanced to candidacy under the departmental requirements listed in the current *California State University, Fresno General Catalog*. If your graduate adviser has recommended that you be permitted to follow the requirements from a previous catalog, please indicate the catalog year used in the space provided on the reverse side of the advancement petition.

Time Limit

A maximum time limit of five years is allowed for completion of master's degree requirements. The five years begins with the earliest course listed on the advancement petition. Courses older than five years may *not* be listed on your advancement petition. Your time limit will be noted by an evaluator in the space provided on the petition upon approval of your advancement.

Course Listings

Type or print (in ink) a list of your master's program coursework (courses already taken and those anticipated) in chronological order, beginning with the earliest course taken. It is important to list all course prefixes, numbers, titles, institutions, terms and years when taken, unit values, and grades for those courses completed. All of this information, with the exception of grades, should also be listed for courses you plan to take at a later date.

Transfer Work

Transfer work includes courses taken from other accredited institutions and/or coursework taken through Continuing and Global Education (Extension and/or Open University) at Fresno State. If you have included coursework from another institution on the advancement petition, you must attach xerographic copies from the other institution's catalog of the following: course description; master's degree program description to demonstrate that the course could have been used toward the master's degree at the other institution; the course numbering and grading systems; and information clarifying whether the institution used the semester or quarter system. Official transcripts of transfer work must be on file in the Office of Admissions and Records at Fresno State. Please note that the amount of transfer work listed on the advancement petition may not exceed 9 units on a 30-unit program, or 18 units on a 60-unit program.

Grade Point Average

Graduate students must maintain a minimum program grade point average of 3.0 to be eligible for advancement to candidacy. The *program GPA* includes only those courses listed on the Petition of Advancement to Candidacy.

Signatures

Check with your graduate coordinator to determine which signatures are required on your advancement petition. It is also important for you to sign the petition! Faculty and student signatures indicate an agreement that approved requirements will be completed within the five-year program time limit.

Questions

Many questions regarding advancement to candidacy may be answered by consulting the *California State University, Fresno General Catalog*, and by accessing our Web site, www.csufresno.edu/gradstudies/. For an interpretation of requirements for advancement to candidacy, see your graduate adviser.

NOTE: If you need to make changes to the attached advancement petition after it has been approved by the dean of the Division of Graduate Studies, you must file an approved Program Adjustment Request form in the Division of Graduate Studies.

DGS/9-06

California State University, Fresno
Division of Graduate Studies
Thomas Administration Building, Room 132
5241 North Maple Avenue M/S TA51
Fresno, CA 93740-8027

**PETITION OF ADVANCEMENT TO CANDIDACY
FOR THE MASTER'S DEGREE**

Type or print in ink

NAME _____
last first middle previous

ADDRESS _____ TELEPHONE _____
street city state zip

STUDENT ID# _____ SS# _____ MALE FEMALE

OFFICIAL DEGREE TITLE EdS in Psychology

DEPARTMENTAL/UNIVERSITY REQUIREMENTS (complete as required)

Classified Graduate Standing Attained _____
Term/Year

Graduate Writing Skills Requirement (writing component of PSYCH 244) has been met: _____
Date completed

Subject GRE: not required

Departmental Qualifying Examination: not required

Foreign Language Examination: not required

SUBSTITUTIONS FOR REQUIRED COURSES

_____ for _____
course prefix number title term/year taken units course prefix & number

_____ for _____
course prefix number title term/year taken units course prefix & number

_____ for _____
course prefix number title term/year taken units course prefix & number

_____ for _____
course prefix number title term/year taken units course prefix & number

Complete the reverse side of this petition. →

Proposed Program of Courses for the Master's Degree

Note: Be sure to list a complete program of study below, including all other remaining electives
and/or required coursework (excluding prerequisites).

University Catalog Year Used _____ Time Limit for Completion of Degree Requirements _____

COURSE PREFIX, NUMBER, TITLE	INSTITUTION	TERM/YEAR	UNITS	GRADE	OFFICE USE ONLY
PSYCH 205, Seminar in Social Development	Fresno State	/	4		formerly PSYCH 200T
PSYCH 225T,	Fresno State	/	3		
PSYCH 231, Ethics in Psychology	Fresno State	/	3		A or B required
PSYCH 244, Sem. in Research Methods and Theoretical Issues	Fresno State	/	4		A or B required
PSYCH 255T,	Fresno State	/	3		
PSYCH 267, Internship in School Psychology	Fresno State	/	6		
PSYCH 267, Internship in School Psychology	Fresno State	/	6		
PSYCH 270T,	Fresno State	/	1		CR/NC only
PSYCH 270T,	Fresno State	/	1		CR/NC only
PSYCH 270T,	Fresno State	/	1		CR/NC only
PSYCH 270T,	Fresno State	/	1		CR/NC only
PSYCH 270T,	Fresno State	/	1		CR/NC only
PSYCH 270T,	Fresno State	/	1		CR/NC only
PSYCH 277, Role and Function of the School Psychologist	Fresno State	/	3		
PSYCH 278, Intervention and Prevention in School Psychology	Fresno State	/	4		
PSYCH 279, Consultation and Supervision	Fresno State	/	4		
PSYCH 282, Cognitive and Behavior Therapy	Fresno State	/	4		
PSYCH 284, Assessment of Intellectual Abilities	Fresno State	/	4		
PSYCH 285, Assess. of Learning and Developmental Problems	Fresno State	/	4		
PSYCH 286, Instructional Consultation and Intervention	Fresno State	/	4		formerly PSYCH 283T formerly PSYCH 283T,
PSYCH 287, Practicum in School Psychology	Fresno State	/	1		CR/NC only
PSYCH 287, Practicum in School Psychology	Fresno State	/	1		CR/NC only
PSYCH 287, Practicum in School Psychology	Fresno State	/	1		CR/NC only
PSYCH 287, Practicum in School Psychology	Fresno State	/	1		CR/NC only
PSYCH 288, Advanced Applied Behavior Analysis	Fresno State	/	4		
COUN 200, Seminar in Counseling Techniques	Fresno State	/	3		
COUN 201, Sem. in Multicultural Aspects of Counseling	Fresno State	/	3		
COUN 240, Sem. in Coun. of Exceptional Children and Their Parents	Fresno State	/	3		
		/			

Culminating Experience:

PSYCH 299, Thesis Fresno State / units

RECOMMENDED BY: _____	<i>and</i>	_____
Graduate Program Adviser (if required)	Date	Graduate Program Coordinator/Director Date
APPROVED BY: _____		_____
Department Chair (if required)	Date	Student Date
APPROVED BY: _____		APPROVED BY UNIVERSITY GRADUATE COMMITTEE
College/School Dean (if required)	Date	_____