

Petition Of Advancement To Candidacy For The Graduate Degree

Form must be typed

Name _____
last first middle previous

Student ID# _____ Telephone _____

Official Degree Title: MA in Educational Leadership and Administration

Departmental/University Requirements (complete as required)

Classified Graduate Standing Attained _____
Term/Year

Graduate Writing Skills Requirement (passing score on CalAPA Cycle 1) 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

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

Complete the next page of this petition. →

Proposed Program of Courses for the Graduate 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 2025-26 Time Limit for Completion of Degree Requirements _____

Course Prefix, Number, Title	Institution	Term/Year	Units	Grade	Office Use Only
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Leadership Core (15 units required):

ELA 261, School Leadership for Equity & Improvement	Fresno State	/	5		Formerly EAD 261
ELA 262, Comm. of Practice for Student Lrng. & Well-Being	Fresno State	/	6		Formerly EAD 262
ELA 263, Professional Learning for Teacher Growth	Fresno State	/	4		Formerly EAD 263

Leadership Practicum (7 units required):

ELA 271, Leadership Seminar & Fieldwork 1	Fresno State	/	1		Formerly EAD 271
ELA 272, Leadership Seminar & Fieldwork 2	Fresno State	/	2		Formerly EAD 272
ELA 273, Site-Based Leadership & Fieldwork 3	Fresno State	/	4		Formerly EAD 273

Electives (6 units required):

		/			
		/			
		/			
		/			
		/			
		/			

Culminating Experience (2 units required – choose one option below):

Comp Exam + ELA 278T, Topics Adv Ed Admin
Project: ELA 298, Masters Deg Research Project
Thesis: ELA 299, Thesis

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Fresno State	/	2		
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Recommended By: _____ and _____
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
Dean, Division of Graduate Studies Date

Office Use Only

Specialist's Comments:

Guidelines for the Completion of the *Petition of Advancement to Candidacy*

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 to refer to when filling out the advancement petition. You may view and/or print your unofficial transcript at your Student Center (*Student Self Service > Student Center > My Academic Records & Registration > My Transcripts > View Internal Unofficial Transcript*). Complete all sections on the petition and submit it to the Division of Graduate Studies office, Frank W. Thomas Building, Room 130. You will receive an official response of approval or denial from the Division of Graduate Studies within six to eight weeks after the submission of the petition.

Filing Deadline

Advancement to candidacy gives you permission to proceed in qualifying for the graduate degree and should be accomplished as soon as you are eligible. Your *Petition of Advancement to Candidacy* form must be received in the Division of Graduate Studies office no later than the sixth week of the semester *prior* to the semester in which you register for project (298) or thesis (299) units, take the comprehensive examination, or apply for the graduate degree to be granted. Advancement to candidacy filing deadlines are available on the Division of Graduate Studies website at <http://fresnostate.edu/academics/gradstudies/deadlines.html>.

Eligibility

In order to be eligible for advancement to candidacy you must have accomplished the following: attained classified graduate standing; completed at least 9 units at Fresno State toward your proposed program; achieved a minimum program grade point average of 3.0 in all coursework listed on the *Petition of Advancement to Candidacy* form; 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).

Classified Graduate Standing

If you were admitted to your program with *conditionally classified* graduate standing, you will need to attain *classified* graduate standing prior to advancing to candidacy. Upon fulfillment of your admission conditions you should contact your graduate coordinator/director and request the submission of the *Classified Graduate Standing Request* form to the Division of Graduate Studies office. Please note that no more than one-third of the program units (including transfer and postbaccalaureate credit) completed before achieving classified graduate standing may be listed on the *Petition of Advancement to Candidacy* form.

Degree Title

Your official degree title and designated option (if applicable) will be listed on the first page of the advancement petition.

Graduate Writing Skills Requirement

In keeping with the university's graduate-level writing proficiency requirement, all graduate students must demonstrate their competence in written English prior to advancement to candidacy. Each graduate program has a different method for fulfillment of this requirement. The writing requirement for your program is noted on the first page of the advancement petition. Indicate the date this requirement was met in the appropriate section on the petition.

Subject GRE

If the Subject GRE is required for your program, it will be noted on the first page of the advancement petition. If required, list the date you passed the Subject GRE in the designated section on the petition. Please note that the Subject GRE is *not* the same as the General GRE that may be required prior to admission into a graduate program.

Departmental Qualifying Examination (DQE)

If the DQE is required for your program, it will be noted on the first page of the advancement petition. If required, list the date you passed the DQE in the designated section on the petition.

Foreign Language Examination

If the Foreign Language Exam is required for your program, it will be noted on the first page of the advancement petition. If required, list the date you satisfied the foreign language requirement in the designated section on the petition.

Substitutions

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

Catalog Year

Usually students are advanced to candidacy under the departmental requirements listed in the current online *Fresno State General Catalog*. If your graduate adviser has recommended that you be permitted to follow the requirements from a previous year, you will need to complete the advancement petition designed for that year.

Time Limit

A maximum time limit of five years is allowed for completion of graduate 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 a graduate degree specialist in the space provided on the petition upon approval of your advancement.

Course Listings

Make sure all courses required for your degree are listed (typed) on the advancement petition. It is important to note 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 copies from the other institution's catalog of the following: course description; graduate degree program description to demonstrate that the course could have been used toward the graduate degree at the other institution; the course numbering and grading system; and information clarifying whether the institution utilized the semester or quarter system. Official transcripts of transfer work must be on file 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 (GPA) 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* form.

Signatures

Check with your graduate coordinator/director to determine which departmental signatures are required on your advancement petition. Your signature is also required before submitting the petition to the Division of Graduate Studies office. 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 online *Fresno State General Catalog* at www.fresnostate.edu/catoffice/current/index (*Regulations*> *Graduate Studies Regulations*), and by accessing our website at www.fresnostate.edu/academics/gradstudies. For an interpretation of requirements for advancement to candidacy, see your graduate coordinator/director.

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 submit an approved *Program Adjustment Request for a Graduate Degree* form to the Division of Graduate Studies office.