

## Guidelines for the Certificate of Advanced Study (CAS)

This information is provided to assist you and your program coordinator in the completion of the attached *Proposed Program for the Certificate of Advanced Study*. It will be necessary to make an appointment with your program coordinator, and, if needed, obtain a copy of your California State University, Fresno transcript to refer to when filling out the attached form. Each program of study must include approved coursework. Type or print (in ink) a list of your certificate program coursework (courses already taken and those anticipated) in chronological order, beginning with the earliest course taken. Return the form to the Division of Graduate Studies office, Frank W. Thomas Building, Room 130, immediately following completion of your first semester/term of coursework. You will receive a written response of approval or denial from one of the Graduate Degree Specialists in the Division of Graduate Studies within six to eight weeks after submission of the proposed program.

### Eligibility to file a Proposed Program of Study

- Must be a postbaccalaureate/graduate student admitted to California State University, Fresno.
- Must have taken the appropriate standardized admissions test (GRE, GMAT, or MAT), if required.
- Must have fulfilled all CAS program admission requirements and have been formally admitted to the certificate program.

### Course Guidelines/Limitations

*Each program must adhere to the following:*

- Must contain a minimum of 12 approved postbaccalaureate semester units (upper-division, graduate, and professional courses taken through regular or extension enrollment at California State University, Fresno). Lower-division (1-99), project (298), and thesis (299) courses are not permitted.
- One half (50%) of the program must consist of graduate-level courses.
- A minimum of 9 units must consist of coursework not used toward the completion of any other previous or concurrent degree/program.
- The total number of CAS program units may not exceed the number of units approved for the program.
- All program units must be completed within a five-year time limit.

### Grades

- Coursework taken to satisfy the CAS requirements must be completed with a minimum grade point average of 3.0 (a "B" average).
- No course with a grade below a "C" may apply toward the CAS program.
- "I" or "RP" grades in CAS program coursework are not permitted at the time the CAS is issued.
- A traditional letter grade is required in all the courses taken, unless the courses are approved for CR/NC grading only.

### Substitutions

- Substitutions of required coursework must be approved by the CAS program coordinator, and a memo justifying the substitutions must be attached to the proposed CAS program form.

*NOTE: If you need to make changes to the proposed CAS program form after it has been approved by the graduate dean, you must file a Program Adjustment Request for the Certificate of Advanced Study form in the Division of Graduate Studies office.*

