

# FRESNO STATE

## Graduate Studies



**CHART YOUR COURSE:  
A Guide to Graduate School at Fresno State**

# WELCOME

While there are many rules and regulations tied to earning your graduate degree, there are just three basic steps you must navigate in a timely manner to help ensure your own success:

1. Admission to classified standing.
2. Advancement to candidacy.
3. Awarding of the graduate degree.

This handbook will explain these three steps and provide other information supplemental to the graduate degree experience. The goal at the Division of Graduate Studies is that you accomplish the above objectives confidently and efficiently. Doing so means that you are responsible for becoming familiar with the requirements and published deadlines and maintaining frequent contact with your faculty advisor and graduate program coordinator.

Let me add one last piece of advice: keep copies of all paperwork (including electronic versions) as well as any correspondence with those who will be helping you along the way. A thorough personal records base is an indispensable resource.

Congratulations on your decision to pursue a graduate degree. I know this handbook, coupled with the Division of Graduate Studies website ([www.fresnostate.edu/gradstudies](http://www.fresnostate.edu/gradstudies)), will become a valuable resource as you chart your own course on your way to achieving this educational goal.

Sincerely,



Dr. James Marshall  
Division of Graduate Studies

*Note: This handbook has been designed with the student pursuing a graduate degree in mind. Students pursuing a doctorate or a certificate of advanced study are encouraged to consult the guidelines of the particular program. This guide is not a substitute for regulations and procedures in the official University Catalog.*

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### Terms to Know:

This paw alerts you to key terms that are important for you to know as you navigate the policies and procedures tied to your graduate degree. Keep an eye out for it!

# ADMISSION TO CLASSIFIED GRADUATE STANDING

Achieving **classified graduate standing** is the first of the three major steps you must complete.

## Classified graduate standing (full admission)

It may be that your program has recommended your admission with **classified graduate standing** before you even begin your graduate studies. This means that you have been admitted to the university and have fulfilled all of your program's requirements for admission. If this is the case, your next big step is to meet with your graduate degree program adviser concerning **advancement to candidacy** (see page 6).

## Conditionally classified graduate standing

If you have not achieved **classified graduate standing** you are considered **conditionally classified**, which means that you will be fully admitted to the program once you satisfy all of its admission requirements, including prerequisite courses. Your department believes that you have demonstrated the ability to perform well in your program and can be fully admitted with additional preparation and/or requirements. Examples of such conditions include the completion of a prerequisite course or various department exams, submission of a writing sample, or a personal interview.

## **Procedure**

If you are admitted as **conditionally classified**, it is *your responsibility* to

- contact your graduate adviser to discuss any conditions to your full admission, then plan your program of study;
- satisfy the noted conditions;
- have your department submit verification that you have met all conditions to the Division of Graduate Studies for approval as a student in classified graduate standing.

## **Timeline**

Ideally, you will achieve **classified graduate standing** within your first semester of your graduate degree program, but achieving this standing could be dependent upon other factors, such as the number of prerequisite courses you must take. The published policy states that you must achieve **classified graduate standing** by the semester in which a maximum of one-third of the units to be used toward the degree are completed. Some programs may require classification sooner.

# CONTINUOUS ENROLLMENT

University policy requires that you be continuously enrolled at the university each fall and spring semester, and in any summer term in which you apply for graduation. Students who are not in compliance with the continuous enrollment policy may be disqualified from their graduate program. Please refer to the sections below for your appropriate method of continuous enrollment.

## Project Students

If you have enrolled in the required number of project (298) units, but have not completed the project, you must maintain continuous enrollment by enrolling in a 298C (zero units) course through regular enrollment each semester until the awarding of the degree. You may enroll twice in 298C with department approval. Additional registrations are not encouraged, and must be approved by the Dean of Graduate Studies. Permission and class numbers for 298C must be obtained from the department.

## Thesis Students

If you have enrolled in the required number of thesis (299) units, but have not completed the thesis, you must maintain continuous enrollment by enrolling in a 299C (zero units) course through regular enrollment each semester until the awarding of the degree. You may enroll twice in 299C with department approval. Additional registrations are not encouraged, and must be approved by the Dean of Graduate Studies. Permission and class numbers for 299C must be obtained from the department.

## Comprehensive Exam Students

If you have enrolled in all courses toward the degree, you must maintain continuous enrollment by enrolling in GS Continuation (zero units through Continuing and Global Education). After one semester of enrollment in GS Continuation, you must maintain enrollment thereafter by enrolling in GS 299C (zero units through regular enrollment) each semester until the awarding of the degree. Obtain permission and class numbers for enrollment in both GS Continuation and GS 299C in the Division of Graduate Studies Office.



*How do I maintain my graduate status?*

### Terms to Know:

**Continuous Enrollment:** You must be in good standing and maintain **continuous enrollment** from your initial point of enrollment in your graduate program. If you **break enrollment for more than one semester**— that is, if you stop attending the university for any reason— you must reapply for admission to the university when you wish to return.

*If I have taken a break from the university for more than one semester, how do I reenroll?*

- Submit admission application at [www.csumentor.edu](http://www.csumentor.edu). Application fee of \$55 is required.

# ADVANCEMENT TO CANDIDACY

Soon after you attain classified graduate standing, you should plan to achieve **advancement to candidacy**. Advancement to candidacy is a critical step in your graduate degree process as it establishes an official list of coursework to be used to complete your degree. This program of study will be reviewed and approved by both your program faculty and the graduate dean. Once you have been advanced to candidacy, you have official permission to proceed toward qualifying for your graduate degree.

## Eligibility Criteria

To be eligible to apply for **advancement to candidacy**, you must have

- achieved classified graduate standing (see page 4);
- completed at least **9** units at Fresno State toward your proposed degree program and be in good standing;
- earned a minimum grade point average of 3.0 in all coursework on your advancement to candidacy petition;
- fulfilled the graduate writing skills requirement for your program;
- passed the departmental qualifying exam or GRE Subject Test, if required by your program;
- completed the foreign language requirement, if required by your program;
- met any other program requirements.

## Procedure

- Schedule a time to meet with your program adviser and complete the *Petition of Advancement to Candidacy*. (Petitions specific to your graduate degree program can be downloaded and printed from the DGS website: [www.fresnostate.edu/gradstudies](http://www.fresnostate.edu/gradstudies))
- Once the petition has been filled out, it must be signed by your graduate program adviser and graduate coordinator/director. Additionally, you may need to secure the signature of the department chair and college/school dean, if required by your program.
- Submit the advancement petition to the Division of Graduate Studies for final approval.

*What if I want to make changes to my Petition of Advancement to Candidacy?*



*Terms to Know: Program Adjustment Request*

Once you have been officially advanced to candidacy, the *Petition of Advancement to Candidacy* may be changed only by written request from you and your department via a *Program Adjustment Request for a Graduate Degree* form, available in the Division of Graduate Studies or on the DGS website.

# ADVANCEMENT TO CANDIDACY

## Timeline

The Division of Graduate Studies recommends that you achieve **advancement to candidacy** as soon as possible after you earn classified graduate standing. Advancement must be achieved no later than one semester prior to the term in which you begin the culminating experience and/or apply for your graduate degree to be granted. Approximate deadlines are October 1 (for spring graduation) or March 1 (for summer or fall graduation). See the Division of Graduate Studies website for posted deadlines. **Note: Your department may have an earlier deadline.**

How long do I have to earn my graduate degree?

Terms to Know: **Time to Degree**



A time limit of five years from the earliest course listed on your approved *Petition of Advancement to Candidacy* form is allowed for completion of the graduate degree. This five-year time limit is imposed to ensure that knowledge of your subject matter is current. If you exceed five years, a limited number of outdated courses (older than five years) may be validated (see below).

What if I need to take longer than five years?

Terms to Know: **Course Validation**

**Course validation** determines subject currency in outdated (older than five years) coursework. A maximum of one-third of the coursework listed on your approved *Petition of Advancement to Candidacy* may be validated. Validation methods are determined individually for each course by the instructor of record. Students who are not advanced to candidacy are not eligible to validate coursework. Outdated coursework from other institutions may not be validated. Courses with grades lower than “B” may not be validated.

# AWARDING OF THE GRADUATE DEGREE

Congratulations! You've reached the third and final step leading to the awarding of your graduate degree. When you are eligible to graduate and entering your final semester, you must apply for your degree to be granted.

## Eligibility

To be eligible to graduate, you must have

- a previously approved *Petition of Advancement to Candidacy* on file in the Division of Graduate Studies;
- a minimum grade point average of 3.0 in program coursework; and
- permission from your graduate coordinator/director to apply for graduation (you get this permission by securing the graduate coordinator's/director's signature on your *Graduate Degree Application*).

## Procedure

- First, file the *Graduate Degree Application*, available in the Division of Graduate Studies or on the DGS website ([www.fresnostate.edu/gradstudies](http://www.fresnostate.edu/gradstudies)) during approximately the first **two weeks** of each semester or summer. Check the DGS website for the exact dates of each application filing period. Additionally, you must pay a non-refundable graduation application fee to the Cashier's Window in the Joyal Administration Building. Remember, this application must have your graduate coordinator's/director's signature.
- Meet with your graduate coordinator/director to determine how your final graduate degree requirements (i.e., clearance of any incomplete coursework, appropriate paperwork) are to be met.
- Finally, make sure the *Graduate Degree Clearance* form is submitted to the Division of Graduate Studies by the published deadline (the last day of the semester) on your behalf.

### What does filing the Graduate Degree Application mean?



#### Terms to Know: *Graduate Degree Application*

Submission of this application during the two-week filing period at the beginning of the semester or summer informs your department and the Division of Graduate Studies of your intention to graduate at the end of the semester. It also activates the official steps in the evaluation process and triggers commencement/diploma procedures. If you miss the filing deadline, you may only reapply in a subsequent term to initiate these processes.

# AWARDING OF THE GRADUATE DEGREE

Why does every graduate student need a Graduate Degree Clearance form submitted?



*Terms to Know: Graduate Degree Clearance form*

This form is submitted at the end of the graduation semester, and is certification to the Division of Graduate Studies from your department that you have met all academic and professional requirements for your graduate degree to be granted. It is also the official record of your completion of and grade earned for your culminating experience. It is your responsibility to ensure this form is submitted to the Division of Graduate Studies on your behalf by the last day of the semester.

## Hooding Ceremony

A personalized ceremony for master's graduates takes place at the college/school or department convocation, providing the opportunity for thesis and project chairs to hood the graduates. Doctoral graduates are hooded at university commencement ceremonies on Saturday morning, emphasizing the importance of their accomplishments before a larger audience. Doctoral students are hooded by their respective dissertation chairs. The hood is a colorful part of the formal academic regalia and signifies a unique level of academic achievement. With your classmates, you are called up to the hooding platform and, as your name is read aloud, you are formally presented with your hood by the official hooding party.

College/school ceremonies are held once a year, in the spring, for the previous summer and fall graduates and the spring applicants. Students whose graduation in the subsequent summer semester is guaranteed and who wish to participate in the spring Hooding Ceremony may do so upon the written request from the graduate coordinator/director to the college/school dean. Hooding is a formal and special occasion, an event in which you have earned the right to feel tremendous pride in your accomplishment.

## Congratulations!

Now that I've been hooded, how do I show proof that I've actually earned my graduate degree?



*Terms to Know: Proof of Degree Granted*

You may need verification that your degree has been posted. Proof of degree granted is available as follows:

- Transcripts are available upon clearance of your degree. However, transcripts showing the degree posted are not automatically sent to you upon graduation. To order a transcript (a nominal fee applies), go to your Student Center (<http://my.fresnostate.edu>, click "Student Self Service" then "Student Center") or the Public Contact Window in the Joyal Administration Building.
- Diplomas are mailed by the Degree Advising Office to the student approximately 4-6 months after the degree is posted.
- Certification letters (written confirmation of your degree prior to the final day of the semester) may be requested from the Division of Graduate Studies, if you have completed all courses and requirements. A nominal fee is required.

## ALONG THE WAY ...

Now that you know the three benchmarks you'll encounter as you earn your graduate degree, there are several other things by way of general information—resources, terms, tips—you'll need to know.

### Money Matters

#### *Tuition and Registration Fees*

Tuition and registration fees are listed in the current *Class Schedule*, available online at [www.fresnostate.edu](http://www.fresnostate.edu) (under Quick Links), for each semester, for both domestic and international students.

Fees are subject to change. You may check your Student Center to see if you have an outstanding balance. If your fees are not paid by the deadline, **you will be disenrolled from your classes.**

#### *Financial Assistance*

The Division of Graduate Studies (DGS) offers a comprehensive guide to financing your graduate education. The electronic publication, *Financial Assistance for the Graduate Student*, is available through the DGS website under “e-PUBS” and describes various types of financial support available to graduate students at California State University, Fresno. There are a number of assistantships, fellowships, grants, loans, and employment options that are open to qualified students each year. This publication also contains links to financial aid resource directories and funding agencies targeting the graduate student.

This publication is an important resource and should be your first step in considering ways to finance your graduate education.

Information is also available through the DGS website under “Financial Aid” (<http://www.fresnostate.edu/academics/gradstudies/financial/index.html>).

#### *Financial Advising Tips*

- Familiarize yourself with the university's financial aid website: (<http://www.fresnostate.edu/studentaffairs/financialaid/>).
- Save time and expense by downloading—and in some cases, filing electronically—federal application forms like the *Free Application for Federal Student Aid (FAFSA)* at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be aware of the *FAFSA* deadline, which typically falls around March 1 for the following year; check the university calendar for current academic year deadlines.
- Check the Division of Graduate Studies website ([www.fresnostate.edu/academics/gradstudies/financial/financialopportunitiesdgs.html](http://www.fresnostate.edu/academics/gradstudies/financial/financialopportunitiesdgs.html)) and your department and college/school bulletin board/Web page announcements for possible financial assistance.
- Apply early and fill out forms completely.
- Request any faculty letters of reference well before the application deadline, and provide all necessary background information.
- Read and carefully follow the hints listed in the *Financial Assistance for the Graduate Student* handbook.
- Remember . . . if your receipt of financial aid (loans, etc.) hinges on whether you are a full-time student (versus a part-time student), full-time status for graduate students is equivalent to 8 units of **200-level courses** or **12** equivalent units from **combined 200 and 100 level courses** (see page 11).

## ALONG THE WAY ...

### Enrollment

#### *Full-time Student Status*

Depending on the use of the term, there are several definitions of full time. Generally, you are considered full time when you take **9** units or more and are considered part time when you take fewer than **9** units.

For the purpose of financial aid (loans, veteran's assistance, etc.) a full-time student takes **8 units of 200-level courses** or **12 "equivalent units"** where each graduate unit (200-level) you attempt is considered as 1.5 units and each undergraduate unit (100-level or below) counts at face value. (See "Definition of Full-Time Student" in the Graduate Studies section of the *General Catalog* for further detail.)

#### *Requirement for Full-Time Enrollment, International Students*

The United States Office of Homeland Security (OHS) requires international students on nonimmigrant F-1 and J-1 visas to pursue full-time study in a specific program for each semester of enrollment. Full-time study includes 12 weighted academic units of approved prerequisite or graduate program courses.

*NOTE: International Student Services and Programs has indicated that international students may fulfill the continuous enrollment requirement **only** by enrolling in coursework through regular enrollment. As such, if you're an international student, you must pay the regular university fees to fulfill this requirement.*

### Grading/Academic Credits

#### *Administrative Academic Probation (AAP)*

Students enrolled in a graduate degree program may be placed on AAP for the following reasons:

- failure to maintain the minimum grade point average of 3.0 required by the California State Education Code, Title 5;
- repeated failure to make progress toward the graduate degree; or
- failure to comply with an academic requirement or regulation that is routine for all students or for a defined group of students.

#### *Academic Disqualification*

Students enrolled in graduate programs are required to maintain a minimum 3.0 post baccalaureate cumulative GPA prior to advancement to candidacy. Once students have advanced to candidacy, they must maintain a minimum 3.0 program GPA, which includes only coursework listed on the *Petition of Advancement to Candidacy*.

Students who do not meet the above criteria will be placed on Administrative Academic Probation (AAP). Students who are on AAP for any two semesters will be disqualified from the university.

## ALONG THE WAY ...

### **Grading/Academic Credits (Continued)**

#### ***Credit/No Credit Grading (CR/NC)***

A limited number of CR-graded courses may be used toward a graduate degree program.

- A maximum of 6 CR-graded units may be included in a 30-unit program.
- A maximum of 12 CR-graded units may be included in a 60-unit program.
- Some programs do not allow any CR-graded coursework to be counted toward the degree.

#### ***Continuing and Global Education (Extension)***

On rare occasions, you may use a limited number of extension courses toward the degree. Conditions for enrollment include:

- students must have special permission from the graduate coordinator/director to apply a limited number of 100- or 200-level coursework to their program;
- 300-level courses (professional development) may not be used to satisfy requirements toward the graduate degree;
- extension and/or Open University units are considered transfer work; a maximum of 9 units may be used in a 30-unit program. (Transfer work from another institution is also included in the 9 unit limitation.)

#### ***Incompletes***

You must complete all courses prior to the final day of the semester when you expect to graduate; “I’s” (Incomplete Authorized), “RPs” (Report in Progress), and “RDs” (Report Delayed) are types of incomplete grades.

#### ***Repetition of Courses/Grade Substitution***

Students pursuing a graduate degree program may repeat a course; however, grade substitution is not permitted.

#### ***Required GPA***

You must meet the following grade point average requirements:

- For graduation, a 3.0 minimum in all coursework listed on your *Petition of Advancement to Candidacy*. (Note: No courses with grades below “C” may be listed on your advancement petition).
- For graduation with distinction, you must have a 3.9 minimum in all coursework listed on your *Petition of Advancement to Candidacy*. This honor is noted on your diploma and official transcript.

## ALONG THE WAY ...

### Appeals/Petitions

#### *Full-time Graduate Degree Student*

The maximum allowable load is **16** units for full-time master's 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 from the Division of Graduate Studies, your graduate coordinator/director, or the DGS website [www.fresnostate.edu/gradstudies](http://www.fresnostate.edu/gradstudies) under "Forms" Enrollment/Registration) during the first two weeks of the semester. The *Class Schedule* defines the maximum allowable units during the summer semester.

#### *Planned Educational Leave Request*

A planned educational leave of absence is defined as a planned interruption or pause in your regular education during which you temporarily cease formal studies at California State University, Fresno, while pursuing other activities that may assist in clarifying and contributing to your educational goals. The intent of the policy is to make it possible for you to suspend your academic work and later resume studies with a minimum of procedural difficulty. If approved for a planned leave, you will be considered a continuing Fresno State student until your scheduled return.

Planned educational leaves may be granted for a variety of reasons or projects, but at least one of the characteristics below must be contained in any request for a leave.

1. You must have a definite objective that, in the judgment of the appropriate university officials, contributes to your educational goals and objectives.
2. Your request must be for a specific period of time that does not exceed four consecutive semesters.
3. You must plan to return to Fresno State at the conclusion of your leave.

Consult the *Academic Regulations* section of the *General Catalog* for regulations applicable to planned educational leaves.

Students wishing to apply for a planned educational leave should obtain a *Planned Educational Leave Request* form from the Admissions and Records service windows, Joyal Administration Building, north lobby. Planned educational leaves of absence do not extend the existing five-year time limit for completion of the degree.

#### Suppose I want to change my major altogether?

##### Terms to Know: Change of Degree Objective



Continuing students wanting to:

- change from undeclared status to a specific degree program;
- change their major (graduate program and/or option, or advanced certificate program); or
- add a second graduate degree objective must file an *Add or Change Graduate Degree or Certificate of Advanced Study Objective* form in the Division of Graduate Studies. A nominal fee is required.

## ALONG THE WAY ...

### The Culminating Experience

The culminating experience for your graduate program is carefully spelled out by the California State Education Code, Title 5.

Once you are enrolled in a particular culminating experience and have earned an “RP” (Report in Progress) grade, **you may not change options**. Therefore, be sure to discuss with your graduate coordinator/director the culminating experience option that is most appropriate to your program’s emphasis and your personal career goals.

Also, if you are a thesis, project, or dissertation student, be sure to meet regularly with your faculty advisers and assess your progress toward completion. Set early dates for completion in order to ensure enough time for committee review, grading, and submission of clearance paperwork to the Division of Graduate Studies by the posted deadline.

Enrollment for the culminating experience (Project 298, Thesis 299 or Dissertation) occurs in the departmental office.

During the time that you are working toward completion of your culminating experience and after you have enrolled in all other program/course units, you must maintain enrollment through regular enrollment.

*What if I decide that one graduate degree just isn't enough?*

*Terms to Know: Second Graduate Degree*



Students wishing to seek more than one graduate degree should consult with a graduate degree specialist in the Division of Graduate Studies. Special rules apply regarding time limitation and counting of coursework. The following limitations apply:

- Prior approval from the graduate dean is required.
- A second graduate degree in the same field is not allowed.
- Coursework may not be double-counted.

## ALONG THE WAY ...

### *The Comprehensive Examination*

A comprehensive examination is an assessment of your ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidence independent thinking, appropriate organization, critical analysis, and accuracy of documentation. Meet with your graduate coordinator/director regarding the requirements and details of the comprehensive exam.

### *The Project (298)*

A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. The project must evidence originality and independent thinking, appropriate organization, and a rationale. It must be described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required. Contact your department/program office for project guidelines.

Assessment of the comprehensive examination and the project is done at the department level. However, some projects, per faculty discretion, may be reviewed at the university level for the purpose of library placement. These library bound projects must meet the university's format requirements for the thesis.

### *The Thesis (299)*

A thesis is the written product of a systematic study of a significant problem. The thesis identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

Normally, an oral defense of the thesis is required.

Because the thesis is a published academic document to be made available through the Henry Madden Library, it must be reviewed at the university level (the Dissertation/Thesis Office (DTO) in the Division of Graduate Studies) before clearance.

The DTO maintains a website devoted entirely to the thesis as a culminating experience: [www.fresnostate.edu/gradstudies/thesis](http://www.fresnostate.edu/gradstudies/thesis)

### *Dissertation*

The submission of an approved dissertation is the last step in the doctoral program leading to the award of the Ed.D. degree. The dissertation is a rigorous examination of an important educational problem or issue using quantitative or qualitative research methodologies. The dissertation normally consists of five chapters and is defended before the dissertation committee twice: once at an oral preliminary defense and again at a final oral defense. A committee consisting of a dissertation chair and 3-4 doctoral faculty guides the student through the dissertation process. The dissertation must be submitted by the specified deadline in the semester in which the degree is to be conferred and the dissertation format must conform to the DPELFS approved dissertation manuscript requirements.

## STEPS TO A GRADUATE DEGREE CHECKLIST

All forms are available from the Division of Graduate Studies or on their website.

- Meet with your faculty advisor and/or graduate coordinator/director often
- View the *University Catalog* online .
- Check the online *Class Schedule* for verification of dates and deadlines.
- Achieve classified standing (*date achieved:\_\_\_\_\_*).
- Meet the department's Graduate Writing Requirement prior to advancement to candidacy.  
(*date met:\_\_\_\_\_*)
- File a *Petition of Advancement to Candidacy* with the Division of Graduate Studies as soon as you meet the eligibility criteria (*date filed:\_\_\_\_\_*)
- Enroll in culminating experience units (Project 298, Thesis 299, or Dissertation) with approval of department and approval of advancement to candidacy.
- Thesis/Dissertation students: file a committee assignment sheet with the Division of Graduate Studies  
(*date filed:\_\_\_\_\_*)
- Submit application for the graduate degree to be granted (*date submitted:\_\_\_\_\_*)
- Thesis/Dissertation students: submit final thesis by deadlines published on DTO Web site.  
(*date submitted:\_\_\_\_\_*)
- Project/comprehensive exam students: contact your department for deadlines/test date.
- Receive degree! Posted to your transcript approximately 3 months after the end of the semester. After the degree is posted, it can take an additional 2 months to receive your diploma in the mail.

### PERSONAL PROGRAM DATA

*Name:*

*Degree Program:*

*Department Chair:*

*Graduate Program Coordinator/Director:*

*Thesis/Project Chair:*

*Comprehensive Examination Date:*



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### *DIVISION OF GRADUATE STUDIES*

5241 N. Maple Avenue M/S TA 51

Fresno, California 93740-8027

559.278.2448

[www.fresnostate.edu/academics/gradstudies/usefulcontacts.html](http://www.fresnostate.edu/academics/gradstudies/usefulcontacts.html)

The DGS website maintains a list of “Useful Contacts” that includes links to campus offices and updated directories of deans, department chairs, graduate coordinators/directors, and other campus offices that are essential in your graduate career.

# STUDENT POLICIES

## **Nondiscrimination Policy**

California State University, Fresno is committed to a program of equal opportunity for all. The California State University does not discriminate in any of the programs or activities it conducts, on the basis of race, color, national origin, gender, age, marital status, religion, mental or physical disability, sexual preference, pregnancy, or special disabled veteran status (Vietnam era or other covered veteran status). California State University, Fresno's Policy Statement (in the Equal Employment and Education Opportunity Plan and the Equal Opportunity Plan for Individuals with Disabilities, Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans) addresses equal opportunity in all programs including employment, admissions, recruitment, financial aid, placement counseling, curricula, and housing for students. These are recognized by the university as basic to our equal opportunity goals.

**Race, Color, Ethnicity, National Origin.** The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin against students and other beneficiaries of University programs and activities. The University also complies with Title VII of the Civil Rights Act of 1964, which prohibits discrimination in employment on the basis of race, color, ethnicity, national origin, or religion.

**Sex/Gender.** The California State University does not discriminate on the basis of sex, gender, pregnancy or marital status in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by California State University, Fresno. Such programs and activities include admission of students and employment. Title VII prohibits discrimination based on sex, gender, pregnancy or marital status in employment.

**Sexual Harassment.** The California State University, Fresno, strongly prohibits sexual harassment, a form of sex discrimination, against students, employees and other participants in university programs and activities. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

The associate vice president of Human Resources, Janice Parten, has been designated to coordinate the efforts of California State University, Fresno to comply with Title IX. Inquiries concerning compliance may be addressed to her at Joyal Administration Building, Room 211, 559.278.2364.

## STUDENT POLICIES

**Age or Sexual Orientation.** Pursuant to state and Federal laws, the California State University does not discriminate on the basis of age, or sexual orientation.

**Disability.** The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Federal laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and various state laws prohibit such discrimination. The ADA coordinator and associate vice president of Human Resources has been designated to coordinate the efforts of California State University, Fresno to comply with all relevant disability laws. Inquiries concerning compliance may be addressed to Janice A. Parten, associate vice president of Human Resources, Joyal Administration Building, Room 211, phone 559.278.2364.

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need course materials in alternate formats, immediately notify your course instructor or Janice Brown, director of Services for Students with Disabilities, 559.278.2811. Reasonable efforts will be made to accommodate your special needs.

**Student Complaint Reporting:** Students or student applicants who believe they are victims of discrimination, including sexual harassment, or retaliation should contact the Office of the Vice President for Student Affairs and Dean of Students, 559.278.2541 or the Office of Human Resources and Title IX coordinator, 559.278.2364. Other resources include the deans and associate deans who are trained to respond to inquiries. Additional information is available at: <http://www.csufresno.edu/hr/eo-diversity> or <http://www.calstate.edu/eo/EO-1045.pdf>.

Further inquiries concerning the application of these laws to programs and activities of California State University, Fresno may be referred to Janice A. Parten, the campus Title IX and Section 504/Title II coordinator and associate vice president of Human Resources, Joyal Administration Building, Room 211, 559.278.2364; Dr. Carolyn Coon, assistant vice president for Student Affairs and dean of students, Joyal Administration Building, Room 262, 559.278.2541; or the U.S. Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105, 415.486.5555.