



# INSTRUCTIONS

## for Fall 2010 Graduate Degree Graduation Applicants

**SAVE this sheet for future reference.**

If you plan to complete all requirements for a graduate degree at California State University, Fresno by **December 17, 2010**, please carefully review the following:

1. **Complete all items on the Graduate Degree Application.** Please type or print clearly, in ink. **An incomplete application will not be accepted.** All questions regarding the application and/or graduate degree requirements should be directed to the Division of Graduate Studies office at (559) 278-2448.
2. **Sign the application** in the space provided. Take the application to your graduate program coordinator/director for his/her signature.
3. **Pay the \$35.00 non-refundable graduation application fee** made payable to California State University, Fresno at the Cashier's Window in the Joyal Administration Building by Friday, September 3, 2010, between the hours of 8:00 a.m. and 4:30 p.m. For verification purposes, you will be asked to present your application at the time of payment.
4. **Return the completed application and your fee receipt to the Division of Graduate Studies**, Thomas Building, room 130, between the hours of 8:00 a.m. and 12:00 p.m., and 1:00 p.m. and 5:00 p.m., Monday through Friday. **Applications received after September 3, 2010, will not be accepted.** If you are unable to return the application and the Cashier's Receipt to the Division of Graduate Studies in person, you may mail the completed application with the appropriate signatures and the \$35.00 fee to:

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

*NOTE: Applications received by mail that are incomplete and/or without the \$35.00 fee will be returned to the student unprocessed.*

5. **Maintain contact with your graduate program coordinator/director** throughout the semester to determine whether you have met all requirements for the degree to be granted.
6. **No additions, deletions, or changes to a student's record** are permitted after the degree has been recorded. Check your academic records to be sure all courses, grades, and units are accurately recorded.
7. **If your name changes** at any time during the semester, you must notify the Division of Graduate Studies immediately.
8. **Your diploma address must be entered on-line by connecting to "My Fresno State" at <http://my.csufresno.edu>.** Under "My Menu", select "Student Self Service", click on "Student Center", then under "Personal Information" proceed in entering your diploma address. **All changes to your home or mailing address must also be made on-line.** It is your responsibility to maintain the accuracy and currency of these addresses. The diploma address is used only for the mailing of the diploma. All other university communications will be sent to your mailing address.
9. **Diplomas will be mailed to the diploma address you have entered on-line at your Student Center.** Diplomas are mailed to students approximately two months after the semester has ended.

# GRADUATE DEGREE APPLICATION

## (for Fall 2010)

Type or print in ink all requested information

**LEGAL NAME** (on permanent record at CSUF): **Please leave at least one space between names**

LAST NAME (space)

FIRST NAME (space)

MIDDLE

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**DIPLOMA NAME** (show upper and lower case and any accent marks):

(Is Diploma Name same as above? Yes  No  – if no, fill in boxes below)

LAST NAME (space)

PERSONAL NAME SUFFIX (i.e., JR., SR.) & ACCENT MARKS, if applicable

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FIRST NAME (space)

MIDDLE

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**BIRTHDATE:**

MO. DAY YEAR

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**SEX:**

M or F

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**EXPECTED DATE OF GRADUATION:**

MO. DAY YEAR

1	2	1	7	1	0
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**STUDENT ID NUMBER:**

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**DIPLOMA AND MAILING ADDRESSES:**

Enter your diploma address on-line by connecting to "My Fresno State" at <http://my.csufresno.edu>. Under "My Menu", select "Student Self Service", click on "Student Center", then under "Personal Information" proceed in entering your diploma address.

**IMPORTANT NOTE: If your diploma and/or mailing address changes, you must update the addresses on-line.** It is your responsibility to maintain the accuracy and currency of these addresses. The diploma address is used only for the mailing of the diploma. All other communications will be sent to the mailing address.

**TELEPHONE NUMBER:**

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Area Code

**FRESNO STATE E-MAIL ADDRESS:**

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**GRADUATE DEGREE PROGRAM** \_\_\_\_\_

OPTION (if applicable) \_\_\_\_\_

**DEGREE OBJECTIVE (circle one):**

**EdS, MA, MS, MBA, MBt,  
MFA, MPA, MPH, MPT,  
MSW**

\_\_\_\_\_  
Degree Applicant's Signature

\_\_\_\_\_  
Date

**TO THE GRADUATE PROGRAM COORDINATOR:**

Has the applicant achieved advancement to candidacy? Yes  No

Does he/she possess a minimum graduate program GPA of 3.0? Yes  No

\_\_\_\_\_  
Graduate Program Coordinator's Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

APP. RECEIVED BY/DATE \_\_\_\_\_

GRAD OFFICE APPROVAL \_\_\_\_\_

LATE FEE \_\_\_\_\_

DIPLOMAS TO BE ORDERED

1 Original + \_\_\_\_\_ Duplicates

Awarded: \_\_\_\_\_

**CASHIER'S USE ONLY**

Diploma Fee/Pbac  
Graduation Fee /Pbac

Item Code 1180  
Item Code 1290

- \$20.00  
- \$15.00

## FALL 2010 GRADUATION DEADLINES FOR THE GRANTING OF A GRADUATE DEGREE

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### ADVANCEMENT TO CANDIDACY (filing deadline)

Last day to apply for advancement to candidacy to be eligible for graduation at the end of Fall 2010. Advancement must be achieved no later than one semester prior to the term in which you wish to register for the culminating experience and/or apply for the graduate degree to be granted. *You must already be advanced to candidacy if you are applying for Fall 2010 graduation.*

**March 1, 2010**

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### GRADUATION APPLICATION PERIOD

The filing period for the graduate degree to be granted in the fall is during the first two weeks of the semester. Applications are available in the Division of Graduate Studies, Thomas Building, room 130, or online at the Division of Graduate Studies Web site, [www.csufresno.edu/gradstudies](http://www.csufresno.edu/gradstudies), under the "Forms" link. A \$35.00 non-refundable graduation application fee is required.

**August 23, 2010 -  
September 3, 2010**

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### FINAL THESIS (299) SUBMISSION DEADLINE

Date by which final thesis, fully edited and approved, must be submitted to the Dissertation/Thesis Office.

**October 25, 2010**

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### PROJECT (298)

Your department will assign a deadline and will provide project procedures.

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### COMPREHENSIVE EXAM

Contact your department for the test date and exam procedures.

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### COMPLETION OF ACADEMIC WORK

All courses and requirements must be completed. All paperwork must be submitted to your graduate adviser or department office for processing. Contact your adviser or department concerning the submission of the required *Graduate Degree Clearance* form and other paperwork.

**December 8, 2010  
(final day of instruction)**

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### DEPARTMENTAL CLEARANCE DEADLINE

*Graduate Degree Clearance* forms are due in the Division of Graduate Studies, on behalf of all graduating students. Final thesis and project grades are reported on the *Graduate Degree Clearance* form. Grade reports for all "I", "RD", and "RP" (formerly "SP") graded courses (other than thesis or project) must be on file with the University Records Office. Last day to submit paperwork to the Division of Graduate Studies for graduating students. Late paperwork will not be processed.

**December 17, 2010**

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