



INSTRUCTIONS

for Spring 2011 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 **May 20, 2011**, 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. *If you are in the Kremen School of Education and Human Development (KSOEHD), take the application to the KSOEHD Graduate Programs Office (Education Bldg., room 151) for a 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, February 4, 2011, 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 February 4, 2011, 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

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

5. **ENTER YOUR DIPLOMA NAME ON-LINE BY CONNECTING TO "My Fresno State"** at <http://my.csufresno.edu> (under "My Menu" select "Student Self Service", then click on "Student Center"). Under "Personal Information" proceed in entering your diploma name as follows: click on "Names"; if a diploma name doesn't already exist, click on "Add a new name"; under the "Name Type" drop-down menu select "Diploma"; enter your diploma name; **SAVE**. If you have a diploma name already in the system, click on the "edit" button to update, if needed. **IMPORTANT NOTE: The name you enter is the name that will appear only on your diploma.**
6. **ENTER YOUR DIPLOMA ADDRESS ON-LINE BY CONNECTING TO "My Fresno State"** at <http://my.csufresno.edu> (under "My Menu" select "Student Self Service", then click on "Student Center"). Under "Personal Information" proceed in adding your diploma address under the "other personal" drop-down menu. The diploma address is used only for the mailing of the diploma. All other university communications will be sent to your mailing address. It is your responsibility to maintain the accuracy and currency of these addresses. Diplomas will be mailed to the diploma address you have entered on-line approximately two months after the semester has ended.
7. **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.
8. **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.

SPRING 2011 GRADUATION DEADLINES FOR THE GRANTING OF A GRADUATE DEGREE

ADVANCEMENT TO CANDIDACY (filing deadline)

Last day to apply for advancement to candidacy to be eligible for graduation at the end of Spring 2011. 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 Spring 2011 graduation.*

September 27, 2010

GRADUATION APPLICATION PERIOD

The filing period for the graduate degree to be granted in the spring 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, under the "Forms" link. A \$35.00 non-refundable graduation application fee is required.

**January 19, 2011 -
February 4, 2011**

FINAL THESIS (299) SUBMISSION DEADLINE

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

March 14, 2011

PROJECT (298)

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

COMPREHENSIVE EXAM

Contact your department for the test date and exam procedures.

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.

**May 11, 2011
(final day of instruction)**

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.

May 20, 2011



The Dean of the Division of Graduate Studies is interested in your opinion on graduate education. As a current applicant for graduation, your responses are vital to our continuing efforts to provide our graduate students with a set of valued experiences and opportunities. Please mark your responses below. At the end of the survey, we have provided a place for you to offer suggestions that you believe need to be implemented on this campus to enhance the graduate experience.

Term applied to graduate SPRING 2011

Personal Profile

Gender: Male/Female; Ethnicity: American Indian, African American, Asian/Pacific Islander, Caucasian, Hispanic/Latino, Other, Prefer not to respond, International Student; Marital Status: Single/Married; Children living at home: Yes/No; Age when you began graduate program: 20-29, 30-39, 40-49, 50+; Undergraduate degree received from: Fresno State, Another CSU, UC, Other

Graduate Experience

Graduate Degree Program: _____ Option (if any): _____; Number of years taken to complete your degree: 1-2, 2-3, 3-4, 4-5, 5 or more; While pursuing a graduate degree, you: worked full time, worked part time, did not work; Number of hours per month you devote to community service activities (volunteer work): 0, 1-2, 3-5, 6-10, over 10; Which culminating experience did you participate in?: Thesis, Project, Comprehensive Exam; To date, how many times did you participate in the following professional experiences while in your graduate program?: Oral presentation at professional conference, Poster presentation, Publication in a professional journal

Future Plans

Upon completion of your degree, will you be employed in your field of study?: yes, no, not sure; If yes, indicate in which of the following fields you will be employed: Education, Private Industry, Government/Public Service, Professional Service, Health Professions, Other; Location of current or anticipated employment: Fresno/San Joaquin Valley, In California, but outside of the valley, Another state, Outside of country; Do you expect the research techniques you learned to be a specific part of your employment?: Frequently, Occasionally, Not at all; Have you applied, or will be applying, to a doctoral program?: definite yes, definite no, likely, but not sure, currently in doctoral program; Will completion of your graduate program qualify you for a professional license, certificate, or credential?: Yes, No, N/A; Do you currently teach in, or anticipate a confirmed teaching assignment in a community college?: Yes, No, N/A

SURVEY CONTINUES ON OTHER SIDE

Graduate Program Evaluation

Please evaluate the following aspects of your graduate experience so far. The scale is 5=Superior, consistently exceeds your expectations; 4=Above average; 3=Average, meets expectations; 2=Marginal; 1=Poor, did not meet expectations. Circle the appropriate number.

Evaluate: Department (program level)

Curriculum

Relevance and currency of course content to your career	5	4	3	2	1	N/A
Curriculum content at advanced level	5	4	3	2	1	N/A
Availability of courses	5	4	3	2	1	N/A
Opportunities for relevant creative and/or research activity	5	4	3	2	1	N/A
Quality of internship/professional practicum/other professional experiences	5	4	3	2	1	N/A
Improvement of your knowledge and skills	5	4	3	2	1	N/A

Department/Faculty

Program coordinator/adviser's knowledge about degree requirements/deadlines	5	4	3	2	1	N/A
Guidance from graduate faculty/adviser in coursework planning	5	4	3	2	1	N/A
Faculty commitment to your graduate success	5	4	3	2	1	N/A
Provision of stimulating scholarly environment	5	4	3	2	1	N/A
Quality of faculty classroom instruction	5	4	3	2	1	N/A
Availability of graduate faculty for consultation and advice	5	4	3	2	1	N/A
Thesis/project advising to date (if applicable)	5	4	3	2	1	N/A
Timeliness of processing forms in your program/department office	5	4	3	2	1	N/A
Career/job opportunity advising	5	4	3	2	1	N/A
Provision of timely feedback in your work	5	4	3	2	1	N/A

Facilities

Laboratory/field research equipment	5	4	3	2	1	N/A
Library resources	5	4	3	2	1	N/A
Overall quality of facilities, including classroom and distance instruction	5	4	3	2	1	N/A

Evaluate: Graduate Office (DGS)

Quality of assistance of DGS staff	5	4	3	2	1	N/A
Availability of DGS staff	5	4	3	2	1	N/A
Access to forms (Classification, Advancement, Degree Clearance)	5	4	3	2	1	N/A
Timeliness of communication follow-up	5	4	3	2	1	N/A
Communications and notification of information	5	4	3	2	1	N/A

Evaluate: Overall Experience

Value of your graduate education in relation to cost of degree	5	4	3	2	1	N/A
Overall quality of your academic graduate experience	5	4	3	2	1	N/A
Decision to attend Fresno State	5	4	3	2	1	N/A

Would you recommend California State University, Fresno to others for graduate education? _____ Yes _____ No

Why? _____

What was the most notable aspect of your graduate education? _____

Suggestions for improving the quality of your graduate program: _____

Thank you for completing this exit survey. Return to DGS with your application for graduation.