

The Journey Begins...

Handbook

**PROCEDURES &
GUIDELINES
FOR THE
GRADUATE
COORDINATOR**

DIVISION OF GRADUATE STUDIES
FRESNO STATE

FROM THE DEAN OF GRADUATE STUDIES

DEAR GRADUATE COORDINATOR/DIRECTOR:

This is your book! Whether you are a new appointee to this position or an already experienced graduate coordinator/director, this handbook is meant to help clarify your role, and to serve as a quick reference guide to those important graduate advisement questions that are an inevitable part of the coordinator/director's job.

Our handbook is not meant to take the place of the university's General Catalog, which will always remain your official resource for procedures. Instead, in this handbook, we have carefully assembled important information from a variety of sources that may already be familiar to you, trying to simplify some of the jargon and arrange the material in an easily accessible, logical manner. Where other sources are critical to understanding and interpreting policy and procedures, we have indicated these in notes at the end of the relevant section.

We hope that you will feel free to share this handbook with others in your program who may find it useful. We also ask that you use this manual and the suggested resources as your first line of inquiry. Our staff is of course always ready to assist you, should you need further answers or explanations. Best wishes for a successful coordinator/director's term, and thank you for your willingness to serve our graduate students!

Sincerely,

A handwritten signature in black ink, reading "Sharon Brown-Welty". The signature is written in a cursive, flowing style.

Dr. Sharon Brown-Welty, Dean
Division of Graduate Studies

TABLE OF CONTENTS

THE GRADUATE COORDINATOR/DIRECTOR	Page 5
Role	
Resources	
Support Personnel	
Publications/Files	
Electronic Publications (e-Pubs)	
Electronic Support	
CAMPUS RESOURCES	Page 9
Division of Graduate Studies	
Ancillary Support Offices	
TERMINOLOGY	Page 11
Admissions	
Progress to Degree	
RECRUITMENT AND RETENTION	Page 12
Recruitment	
Retention	
FINANCIAL ASSISTANCE	Page 13
Main Types of Assistance	
Tuition Waivers (Domestic Students)	
Tuition Waivers (International Students)	
Scholarships/Fellowships/Grants	
Assistantships and Associateships	
ADMISSIONS	Page 16
The Admission Cycle	
Cancellation of Admission	
ADMISSIONS — DOMESTIC	Page 17
University Admission — Graduate/Postbaccalaureate	
Program Admission	
ADMISSIONS — INTERNATIONAL	Page 19
ADMISSIONS — GENERAL INFORMATION	Page 20
Standardized Testing	
Special Admission	
Special Admission Follow-Up	
Break in Enrollment - Readmission of Returning Students	
Change of Degree Objective	
Second Graduate Degree	
M.A. or M.S. in Interdisciplinary Studies	
ENROLLMENT/REGISTRATION	Page 23
Catalog Year	
Campus Definition of Full-Time Student Status	
Continuous Enrollment	
Full-time vs. Part-Time Status	
Requirement for Full-Time Enrollment International Students	
Planned Educational Leave Requests	
Time to Degree	
Request for Record Adjustment	
Tuition and Registration Fees	

ADVANCEMENT TO CANDIDACY	Page 25
Other Departmental Requirements Program Adjustment Request	
APPEALS AND PETITIONS	Page 26
Academic Overload Course Validation Graduate Student Petitions (General)	
GRADING/ACADEMIC CREDITS	Page 27
Administrative Academic Probation (AAP) Disqualification Academic Disqualification Program Disqualification Credit/No Credit Grading (CR/NC) Continuing Education Enrollment (Extension) Incompletes Repetition of Courses/Grade Substitution Required GPA Retroactive Withdrawals Summer Enrollment Undergraduate Enrollment in 200-Level Courses	
THE CULMINATING EXPERIENCE	Page 30
The Comprehensive Examination The Project The Thesis The Dissertation	
GRADUATION	Page 35
Hooding Ceremony Distinction Proof of Degree Granted Certification Letters	
CURRICULUM CHANGE	Page 37
Writing Requirement	
NEW DEGREE PROGRAMS	Page 38
TEACHING ASSOCIATES/GRADUATE ASSISTANTS	Page 39
DOCTORAL DEGREES	Page 40
CERTIFICATE OF ADVANCED STUDY	Page 41

For further information about the content in this handbook or for referral to appropriate offices, contact:

The Division of Graduate Studies
Fresno State
5200 North Barton Avenue, ML51
Fresno, CA 93740-8014

Location: Harold H. Haak Administrative Center
Website: www.fresnostate.edu/gradstudies
Phone: 559.278.2448
Fax: 559.278.8340

rev: 9.12.12 mad

THE GRADUATE COORDINATOR/DIRECTOR

ROLE

As graduate coordinator/director you are essential to the welfare of our graduate community: you bear the major responsibility for leadership of the graduate program within your department or college/school. As such, you have the important role of liaison with the Division of Graduate Studies, and you will need to stay current on policies and procedures relating to graduate education.

The following is a general overview of the graduate coordinator's/director's position; more specific duties and responsibilities are determined by the department chair or appropriate administrator and may vary from program to program. (The complete, approved campus policy on the graduate coordinator/director position is currently available in the Division of Graduate Studies, and is included in the *Academic Policy Manual*.)

The graduate coordinator/director works with the department chair and program faculty to

- direct and coordinate the graduate program;
- lead marketing and program recruitment efforts;
- coordinate procedures for admission or denial of graduate program applicants;
- provide initial graduate student advising;
- maintain departmental graduate student records and track all students in the program;
- handle graduate student petitions and appeals, lead graduate program planning and curriculum development, and coordinate program review and assessment; and
- coordinate paperwork required for graduate students as they progress through their program.

Important: The Graduate Program Coordinator's/Director's signature is required on all forms filed with the Division of Graduate Studies. In your absence, the department chair or other designee is given signature authority.

Change of Graduate Coordinator/Director

New and interim appointments should be filed on the "[Notification of Change in Graduate Coordinator/Director](#)" form (available online via the "[Forms](#)" link on the DGS website).

RESOURCES

We want you to know that you are not alone! The campus offers many forms of support to help you through your advisement and decision making. We have included here a selection of what we consider the most useful among these.

Support Personnel

During your tenure as graduate coordinator/director, you will have access to a large group of administrators, staff, and faculty appointees whose special expertise is important to your advisement role. A short list follows:

University Graduate Committee

The University Graduate Committee is a standing committee of the Academic Senate and consists of representatives from each of the academic colleges/schools and the graduate dean. Members are charged as follows: "The Graduate Committee shall be the deliberative body of the faculty on matters relating to . . . postbaccalaureate and graduate instructional development and delivery; . . . and recommend such university-wide graduate policies, standards, and procedures as are conducive to the maintenance of quality in advanced degree programs . . ." (*APM* 129-8). The committee meets regularly every Tuesday throughout the academic year. Minutes are distributed to the departments through the chair and the department administrative assistants and should be reviewed carefully.

The University Graduate Committee members are elected by the faculty.

Graduate Curriculum Subcommittee

The Graduate Curriculum Subcommittee is a standing subcommittee of the University Graduate Committee and consists of representatives from each of the academic colleges/schools. This committee reviews proposals for course/curriculum changes, deletions, new course proposals, changes in the graduate writing requirement, and catalog copy pertaining to graduate programs. An exception is substantive graduate program changes; these are reviewed by the University Graduate Committee.

Graduate Curriculum Subcommittee members are appointed by the University Graduate Committee.

Departmental Support: Chair, Graduate Faculty, Department Graduate Committee

Your department chair is the primary support for you in your coordinator/director assignment. He or she has signature authority in your absence, and provides advisement and fiscal leadership within the department.

Graduate Faculty: Each graduate program has a designated group of graduate faculty who is primarily responsible for supporting the program and serving as the program's consultative body (a minimum of five, as stated in the *Academic Program and Resource Planning Guide*). The criteria for designation of this faculty group and a description of their role are outlined in the *Academic Policy Manual*, "Policy on Graduate Faculty Groups for Graduate Degree Programs" (for graduate faculty) and "Policy for Graduate Faculty Groups for Doctoral Degree Programs" for doctoral faculty. In summary, a member of the graduate faculty or doctoral faculty

- must be a full-time, tenured, or tenure track faculty member;
- must be willing to serve and assume the responsibilities of the graduate/doctoral faculty group, including serving on and/or chairing theses, projects, dissertations, and/or examination committees;
- should show evidence of ongoing scholarly activity and possess expertise specific to the graduate/doctoral program;
- must have been recommended in accordance with program bylaws, have the approval of the department chair and college/school dean, and meet any additional criteria the department may recommend.

Your department's graduate faculty and graduate committee help interpret and adjudicate departmental policy, course and curriculum, and other related graduate issues.

College/School Support

The academic college/school dean provides college-level leadership, resources, and linkage to overall university administrative personnel and policy decisions. The college/school University Graduate Committee representative reports to the college/school.

Division of Graduate Studies (DGS)

The graduate dean, along with the staff, offer specific expertise related to the major areas of graduate studies. Coordinators/directors are encouraged to stop by the office and become acquainted with the staff early in their advisement career. See "Campus Resources" (in this handbook) for further information on hours, phone numbers, e-mail addresses, and specific DGS staff assignments.

Publications/Files

At some point, you will probably need to consult one or more of the following publications, which, along with your students' files, can be considered the "core" of a coordinator's/director's library.

- General Catalog** University catalogs for the past five years — our university's limitation on a student's time to degree — may be needed for consultation. This is one of the most critical of your resources. Official policy is recorded here. The [current catalog](#) and an [archive of past catalogs](#) are available online.
- Academic Policy Manual** Indispensable! This regularly updated manual defines roles such as that of the University Graduate Committee and contains official procedural statements on such matters as plagiarism, grievance, etc. (Available through the department or via the [website](#).)
- Class Schedule** Class schedules may be important resources for determining past instructors of record, course offerings, and tracking departmental curriculum. A five-year collection may prove useful. Effective with the Spring 2011 semester, class schedules are only [available online](#).
- Guidelines for Thesis Preparation** The Graduate Division publishes *Guidelines for Thesis Preparation*, which is available electronically from the [Dissertation/Thesis Office website](#).
- Student Files** Files for all program students must be carefully maintained and updated. Copies of all critical paperwork and student contacts should be kept. For your general information, the DGS retains [Petitions of Advancement to Candidacy](#) and degree clearance paperwork permanently. Retention of all other departmental paperwork (student contact notes, etc.) may be determined within the individual program.

Electronic Publications (e-Pubs)

The Division of Graduate Studies has electronic publications ([E-Pubs](#)) available online. These documents are updated as needed and provide an immediate information source for faculty and students.

- Chart Your Course** This guidebook is designed for use by students. It explains the three basic steps (admission to graduate standing, advancement to candidacy, and awarding of the graduate degree) and provides other information supplemental to the graduate degree experience. This guidebook is available online at the DGS website via the "[E-Pubs](#)" link.
- Financial Aid Sourcebook** This [electronic publication](#) 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 e-pub also contains links to financial aid resource directories and funding agencies targeting the graduate student.
- The Mentoring Relationship** This helpful policy statement guides graduate faculty and students as both endeavor to a strong, mutually beneficial mentoring relationship. Individual sections provide useful direction to academic units, mentors, and mentored students, outlining clearly and concisely the responsibilities of each. The [Mentoring Relationship in Graduate Education](#) is a tremendous resource to graduate faculty and graduate students alike.

The Thesis Review

The [Thesis Review](#) is an electronic listing of all theses completed during a specified time period. The document lists the names of all thesis authors, complete thesis titles, thesis chairs, and research highlights from a given semester or year.

Guidelines for Thesis Preparation

The [Guidelines for Thesis Preparation](#) is a requirement for students undertaking the thesis as their culminating experience. The thesis process, all formatting requirements, and sample pages can be found here.

Format and Guidelines for Dissertation Preparation

The [Format and Guidelines for Dissertation Preparation](#) is a requirement for doctoral students undertaking their dissertation. The dissertation process, all formatting requirements, and requirement sample pages can be found here.

Electronic Support**GradInfo Listserv**

This internal campus e-mail network is available to all faculty and staff interested in exchange of information relating to graduate issues. This listserv is also used for keeping you updated on events, fellowships, and deadlines for graduate students and faculty.

To post a message to the listserv, create a new message to: gradinfo@listserv.csufresno.edu. To add your faculty or staff to the Listserv, please contact Tony Diaz marcod@csufresno.edu in our office.

DGS Website

The [Division of Graduate Studies](#) website includes comprehensive information for you and students on the following: admissions, financial aid, procedures and guidelines for new and current students, deadlines, handbook, thesis, news and events, and access to forms. Encourage use of our website for your graduate students' convenience.

PeopleSoft Questions

PeopleSoft questions should be directed to the Help Desk at 278.5000.

Guides and tutorials are available on the [Teaching Learning Technology \(TLT\)](#) website.

Useful Websites

[Financial Assistance](#) (Fresno State)

[Academic Policy Manual](#) (APM)

[Mentoring](#)

Program assessment: www.fresnostate.edu/irap/assessment/index.shtml

Standardized testing sites: [Testing Services](#) (Fresno State)

GRE www.gre.org GMAT www.mba.com TOEFL www.toefl.org

Useful info to give students

[Career Center](#) (Job search)

[Chart Your Course to a Master's Degree](#) (DGS student guidebook):

College and University [Information](#)

Electronic [application](#) to the university

[FAFSA](#) application

[How To Get the Mentoring You Want: A Guide for Graduate Students At a Diverse University](#)

Where to apply for further [graduate schooling](#)

[Scholarship](#) Web Application

CAMPUS RESOURCES

The dean and staff of the Division of Graduate Studies welcome your personal visit, or telephone, e-mail, or faxed inquiries regarding matters not answered in this handbook and the sources listed. Many of the staff are also available by special arrangement for seminars, workshops, and meetings to address graduate issues in their area.

DIVISION OF GRADUATE STUDIES

Sharon Brown-Welty, *Dean*, sharonb@csufresno.edu

Location	Harold H. Haak Administrative Center 5200 N. Barton Avenue, M/S ML51 Fresno, CA 93740-8014
Phone/Fax	Phone: 559.278.2448 Fax: 559.278.8340
Hours	Office hours: M-F: 8:00 a.m.-12:00 p.m. & 1:00 p.m.-5:00 p.m. Summer office hours (approx. from end of May to mid-August): M-F: 7:00 a.m.-12:00 p.m. & 12:30 p.m.-3:30 p.m.

General Information

Reiko Elledge
Front Desk Manager
relledge, 278.2448

General information regarding DGS deadlines and events. Requests for Graduate Division forms, publications, and recruitment materials.

Special Admission, Classification, Advancement to Candidacy, Evaluation, and Degree Clearance

Marcee Varela
Graduate Evaluations Coordinator
marceev, 278.2448

Coordinator for special admission, changes of graduate degree objective, probation, disqualification, educational leaves, classification requests, advancement to candidacy, program adjustment requests, course validation, graduate degree and certificate of advanced study evaluation; clearance of master's/graduate degrees, doctoral degrees, and certificates of advanced study; letters of certification

Misty Brazill
Graduate Evaluator
mistyb, 278.2448

Special admission, changes of graduate degree objective, probation, disqualification, educational leaves, classification requests, advancement to candidacy, program adjustment requests, course validation, graduate degree and certificate of advanced study evaluation (alpha section A-D); clearance of master's/graduate degrees; letters of certification

Rachel Sunahara
Graduate Evaluator
rachel, 278.2448

Special admission, changes of graduate degree objective, probation, disqualification, educational leaves, classification requests, advancement to candidacy, program adjustment requests, course validation, graduate degree and certificate of advanced study evaluation (alpha section E-M)

Melissa Rowe
Graduate Evaluator
merowe, 278.2448

Special admission, changes of graduate degree objective, probation, disqualification, educational leaves, classification requests, advancement to candidacy, program adjustment requests, course validation, graduate degree and certificate of advanced study evaluation (alpha section N-Z)

Thesis/Dissertation Review, Publications, and Committee Assignments

Chuck Radke
*Dissertation/Thesis
Consultant*
[cradke](#), 278.2448

Thesis and dissertation review and final approval, Graduate Division publications and communications

Financial Opportunities, Petitions, Course and Curriculum, and Program Review

Louise Neal
*Administrative
Analyst Specialist*
[lneal](#), 278.2448

Program review, fellowships, scholarships, California Pre-Doctoral Program, special programs, course and curriculum, undergraduate petitions to enroll in graduate courses, graduate academic overload petitions.

Webmaster, Marketing, Publication, Recruitment and Retention

Tony Diaz (Marco)
*Graduate Recruitment
Coordinator*
[marcod](#), 278.2448

Recruitment and retention of students for graduate programs including certificates of advanced study, graduate degree and doctoral programs, coordination of related recruitment, special events, marketing activities, database maintenance, resource technician, Webmaster, graduate faculty database, GradInfo Listserv, and Graduate Division publication updates

ANCILLARY SUPPORT OFFICES

Other offices on campus play an important role in the smooth functioning of graduate affairs, offering support for graduate students.

[Admissions - Domestic](#)

Joyal Administration Building, Room 121, M/S JA57, 278.4073

[Admissions - International](#)

Joyal Administration Building, Room 256, M/S JA56, 278.2409

[American English Institute \(AEI\)](#)

Lab School, Room 130, M/S LS74

[Career Services Center](#)

Thomas Building, Room 103, M/S TA61, 278.2381

Career counselors are available to come to your classes and orientations.

[International Student Services and Programs \(ISSP\)](#)

Joyal Administration Building, Room 256, M/S JA56, 278.2782

[Graduate Writing Studio](#)

Henry Madden Library, Room 1131, 278.8304

[Technology Services \(CIS\)](#)

278.3923

TERMINOLOGY

ADMISSIONS

Graduate Standing

Conditionally Classified	The applicant granted conditionally classified graduate standing has <ul style="list-style-type: none">• been admitted to the university• not yet satisfied all program admission requirements.
Classified	The applicant who has been granted classified graduate standing has <ul style="list-style-type: none">• been admitted to the university• fulfilled all program admission requirements. Thus, classified graduate students are those who have been fully admitted to their program.
Special Admission	This process is reserved for those applicants who have not met grade point average eligibility requirements for admission to the university. (See “Admissions” in this handbook for particulars.)

Postbaccalaureate Standing

Classified	The applicant granted classified postbaccalaureate standing has been admitted to a credential or certificate program.
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PROGRESS TO DEGREE

Classification	Graduate students admitted conditionally classified must complete program admission conditions in order to achieve classified standing (full admission). The “Classified Graduate Standing Request” form is required for requesting classification for a student. This form can be downloaded from the DGS website, under the “Forms” link.
Advancement to Candidacy	Advancement to candidacy is a procedure that provides the student with a program of study that has been officially reviewed and approved by both the student’s program faculty and by the graduate dean. Students who have been advanced to candidacy have official permission to proceed toward qualifying for the degree. “Petition of Advancement to Candidacy” forms specific to each degree program can be downloaded from the DGS website, under the “Forms” link.
Continuous Enrollment	University policy requires graduate students to be continuously enrolled at the university every fall and spring semester until the awarding of the degree. If students have applied for graduation during the summer, they must maintain continuous enrollment in that term as well. This policy does not apply to students who have been granted an official leave of absence.

RECRUITMENT AND RETENTION

RECRUITMENT

Coordinating program recruitment efforts is frequently part of the graduate coordinator/director's responsibilities. Ideally, the recruiting of students into the graduate program should be a task shared by all program faculty. However, it will probably be the program coordinator/director's responsibility to lead this effort. The DGS graduate recruiter is available to work with individual graduate programs to assist them with promoting their academic programs to prospective students.

The DGS regularly sponsors or participates in special recruitment events. DGS sponsored events may be held on campus or within the university's service area. Department chairs, graduate program coordinators/directors, and their representatives are frequently invited to participate in these recruitment activities. At other times, recruitment materials from each of the graduate programs are requested, as appropriate. Division staff also participate in recruitment opportunities outside of the San Joaquin Valley, such as Graduate School Information Days.

The following is a partial listing of recruitment opportunities:

- Graduate Info events for your own undergraduate students
- Alumni events or newsletters
- Community organizations
- Local media
- Programs
- Program open houses
- Local/state chapters of professional organizations
- Other institutions with undergraduate programs, but no graduate
- Graduate fairs

The implementation of PeopleSoft has provided a new way for us to record and process the prospective student inquiries we receive in the Graduate Office. We are now able to enter all of our inquiries into PeopleSoft on a daily basis, whether originating by e-mail, website, or phone. Periodically you are forwarded an Excel (MS Office) spreadsheet via e-mail. The document is sorted by graduate program so you can easily identify your particular area's potential students. This listing will cut down on duplication and provide a more efficient way to generate university information to prospects. You can create a merge to generate letters, labels, and also e-mails, without having to enter the relevant information individually into your database. In addition, a PeopleSoft generated report can be obtained of all potential applicants who inquired about your program, as well as those who have applied to your program. Training for this process may be handled by the Graduate Admissions office in group and individual settings.

RETENTION

Retention is often as important as recruiting in maintaining a critical mass of students in the graduate program. Commitment of the entire graduate program faculty to student advising and mentoring is essential to ensuring that all students are successful in the timely completion of the program. Some specific suggestions for helping students to complete their graduate degree include:

- Develop a strong support system, including faculty mentoring and student support groups.
- Develop handbooks and orientation sessions to help students understand the critical steps leading to a graduate degree and the many campus facilities and services available to meet their needs.
- Encourage students to select an adviser early and meet with that person regularly.
- Create opportunities for new graduate students to meet the program faculty and other fellow graduate students.
- Encourage graduate student participation in department student organizations such as student chapters of discipline-related professional organizations.
- Keep students well informed about all opportunities for funding.
- Refer to "Financial Assistance" (in this handbook).
- Develop and maintain a list of all funding opportunities for students within the department, school/college, university, community, and professional organizations (local and national).
- Seek special opportunities to establish scholarships, fellowships, and assistantships through grants and private funds. Your school/college development officer can assist with this.
- Assure that students are informed on an updated basis about available graduate student services, campus support programs, and facilities (e.g., the Graduate Writing Studio, Disabled Student Services) for meeting their unique needs.

FINANCIAL ASSISTANCE

Financial support for graduate students is important to both recruitment and retention efforts, and as such, forms a vital part of the graduate coordinator/director's arsenal of knowledge. You will want to include updated information on available assistance within your program when you send out your recruitment packets, and be vigilant in posting current financial aid information on your local bulletin boards and web pages.

In recent years, support for graduate students at our university has totaled millions of dollars. This includes government loans, assistantships, scholarships and grants, fee waivers, and veterans benefits. The following summarizes some of the main features of our financial assistance offerings.

GENERAL FINANCIAL AID AVAILABLE THROUGH THE UNIVERSITY

Scholarships

The [Scholarship Office](#) awards over a thousand scholarships that range from \$100 to almost \$8000. These awards provide recognition and financial assistance to graduate and undergraduate students. All awards are dedicated to students enrolled at California State University, Fresno.

Loans and Grants

Perkins Loan

The Perkins Loan is a low-interest (5%) loan, awarding graduate students up to \$6,000 per year to a maximum of \$40,000, to be repaid nine months after the student ceases attending school at least 1/2 time.

Federal Family Education Loan Program (FFELP)

Federal Stafford Loans are the Financial Aid Office's major form of self-help aid. Federal Stafford Loans are available through the Federal Family Education Loan Program (FFELP). Other loan types are also available. Terms and conditions of loans are similar with major differences being the source of the loan funds, some aspects of the application process, and repayment plans. Regardless of loan program, the process begins with the [FAFSA](#).

State University Grants (SUG)

Graduate students who are California residents in regular university degree programs and who demonstrate financial need can receive the SUG to assist with the payment of university fees. The SUG can *only* be used to pay state university fees.

California State University, Fresno Emergency Loan

The university operates an emergency loan fund to assist students who need up to a maximum of \$600 for unanticipated educational expenses. These loans have to be repaid by the date specified on the contract. Information regarding this program may be found on the [Financial Aid Office website](#).

Tuition Waivers (International Non-Resident Students)

College/School Tuition Waiver (Dean's Scholarship)

Each college/school receives an annual tuition waiver of 30 credit hours to be used for recruiting new non-resident international students. Faculty members nominate students on the basis of academic promise and financial need. Awards can be given to one student or split among several students during the academic year. Contact your dean's office for further information.

New Student Tuition Waiver Scholarships (NSTW)

Tuition waiver Scholarships (usually between two and five units) are available for qualified students on non-immigrant visas who are new to the university (approximate value \$732 to \$1,830). US permanent residents and US citizens are NOT eligible. These scholarships are available only for the first year and may be awarded for one semester or spread out over two semesters. Due dates are March 15 for fall semester, October 1 for spring semester. Criteria for this award are evidence of strong scholarship, leadership qualities, and a willingness to represent our home country and school. Enrollment as a regular university student in ten units, not including Extension units, is required for each semester of this scholarship. For more information, go to [ISSP website](#).

Application and Eligibility

Application varies with the type and source of financial aid. Students may be directed to the university's [Financial Aid Office website](#), for specific information, or they may consult the DGS website under e-Pubs for the [Financial Aid Sourcebook for the Graduate Student](#). The all-purpose [Free Application for Federal Student Aid](#) (FAFSA) form is available online and must be filed electronically. A [FAFSA](#) worksheet is available on the Web to use as a guide prior to going online to file the [FAFSA](#) application.

Deadlines

Typical deadlines fall around March 1, for the following year, but earlier or later dates may apply. Scholarship awards, for example, are typically filed the first of September through November 30. Check the university calendar for current academic year deadlines.

FINANCIAL ASSISTANCE OPPORTUNITIES AVAILABLE THROUGH THE DIVISION OF GRADUATE STUDIES

The following is a brief summary of financial fellowships, grants, and awards, as well as Teaching Associateships and Graduate Assistantships, available for graduate students through the Division of Graduate Studies. Applications and more information may be obtained from the Division of Graduate Studies office and our website (Click on "[Financial Aid](#)" on the DGS website for information).

Scholarships/Fellowships/Grants

California Graduate Equity Fellowships (GEF)

These fellowships enable students from historically underrepresented backgrounds to pursue their graduate degrees with financial assistance in amounts up to \$4,500 per academic year for four semesters.

Ronald E. McNair National Fellowships

This fellowship is designed to encourage promising college students to pursue doctoral study. The program prepares students by acquainting them with advanced-level research under the mentorship of a faculty member. Stipends, up to \$2,700, are based on successful participation in the [McNair program](#).

President's Graduate Scholarships

Two \$3,500 merit-based awards are available each year with the possibility of recipients qualifying for a second year of the award, depending upon maintaining satisfactory progress toward the degree.

Robert and Norma Craig Fellowship

These fellowships, awarding students stipends up to \$1,000, provide benefits for both graduate students and faculty. Eligible projects will include such mentored activities as research, instructional assistance, or other faculty-assigned duties. Applications are due at the announced deadline, and must be jointly developed by the faculty member and the graduate student(s).

Provost's Graduate Scholarship

Based on funding

These scholarships (\$1,000 to \$3,000) are awarded by programs to new graduate students to assist them with the costs associated with graduate school. Graduate programs may request these scholarships for recruiting new graduate students from the Division of Graduate Studies each fall.

California Pre-Doctoral Program (Sally Casanova Scholars)

This program is designed to increase the diversity of the pool of potential faculty by supporting the doctoral aspirations of students who have experienced economic and educational disadvantages. Selected scholars work closely with their faculty sponsor to develop an overall plan for their career objectives. The award is \$2,000 for the scholar and \$1,000 for the faculty.

Graduate Student Research and Creative Activities Support Award

Competitive research support awards in amounts up to \$1000 are made in recognition and scholarship of a graduate/doctoral student's dissertation, theses, or research project.

Chancellor's Doctoral Incentive Program (CDIP)

The Chancellor's Doctoral Incentive Program provides financial assistance to graduate students who show promise of becoming strong candidates for CSU instructional faculty positions. The purpose of the program is to increase the pool of individuals with the qualifications, motivation, and skills to teach the diverse student body in the California State University. It is a competitive program directed by the California State University but open to doctoral students across the country.

Applications are available in November. The campus deadline falls in mid-February. Should you have questions about this program please contact Chuck Radke in the Division of Graduate Studies.

Travel Grants

Graduate students who have been invited to present a paper or poster at a major professional association or society meeting are eligible for these awards. See the [Financial Aid section of the DGS website](#) for more information. Subject to the availability of funds.

Assistantships and Associateships

Graduate Assistantships (GAs)

Typical assignments include research, grading papers, library searches, and cataloging. Stipends range from approximately \$1,000 to \$9,000 for the academic year. GAs are selected by the programs.

Teaching Associateships (TAs)

TAs work under the direction of faculty members and engage in such functions as supervising laboratories and other small groups, preparing course materials and evaluating student work. Stipends range from approximately \$1,000 to \$12,000 for the academic year. TAs are selected by the program.

Tuition Waivers

Nonresident Tuition Waivers

A select number of nonresident tuition waivers are available for outstanding graduate students who demonstrate the potential to make significant academic and professional contributions in their disciplines and the graduate program. Tuition waiver recipients are recommended to DGS by program coordinators/directors.

PUBLISHED RESOURCES

Where should you send students who are looking for further information about possible financial assistance? The following basic list will prove useful:

- The "Admissions, Registration, Fees, and Financial Assistance" section of the California State University, Fresno General Catalog.
- The Henry Madden Library Reference Room
- The Division of Graduate Studies award brochures and announcements for currently offered scholarships, awards, and fellowships on the DGS website (click on the "[Financial Aid](#)" button).
- The university's [Financial Aid Office website](#).
- Departmental and college/school bulletin board and Web page announcements

ADVISING TIPS

- Students need to apply early and fill out all requisite forms in a timely, complete manner.
- Applicants should request any faculty letters of reference well before the application deadline, and provide all necessary background information.
- Applicants should read and follow carefully the hints listed in the Graduate Division's electronic publication ([e-Pub](#)) financial aid sourcebook, [Financial Assistance for the Graduate Student](#), on our website.

ADMISSIONS

As graduate coordinator/director, one of your central tasks is to help assure that the necessary sequence of procedures and paperwork is being followed. Your careful, timely shepherding of this process is critical to the overall health of your program!

The following section provides an abbreviated outline of the admission procedures as they relate to domestic applicants to a graduate program.

Please see “[Admissions-International](#)” for admission guidelines relating to all international applicants.

THE ADMISSION CYCLE

Students may check the status of their admission at [My Fresno State](#).

- The applicant submits an online application and fee to the university through CSUMentor.edu.
- Transcripts and test scores are sent to the Graduate Admissions Office in the Joyal Administration Building.
- All transcripts are then entered into PeopleSoft and imaged into the STARRS Imaging system. Transcripts are available for viewing online; the original transcripts are sent to the program.
- As soon as university admission personnel determine the applicant’s satisfactory admissibility, an email notification is sent to the graduate program and a PeopleSoft screen is activated for the coordinator’s eventual data entry of the admission decision.
- After reviewing the applicant’s information via PeopleSoft, the graduate coordinator/director can enter their decision in PeopleSoft using the Evaluator Rating page. This will notify the Graduate Admissions office and they will notify the applicant.
- A letter and email is then sent by the Graduate Admissions office to the student indicating program admission status, conditions listed for admission, or denial to the program.

CANCELLATION OF ADMISSION

Admission to the university is for a specific semester. Students who do not register for that semester will have their admission cancelled. When seeking admission to a future semester, students must file a new application, follow the complete application procedure, and pay the application processing fee. Transcripts on file are in STARRS for two years. Transcripts of any added coursework from institutions other than Fresno State must be submitted at the time of new application.

The following pages outline the main aspects of the domestic and international admission process.

ADMISSIONS - DOMESTIC

UNIVERSITY ADMISSION - GRADUATE/POSTBACCALAUREATE

Admission to graduate programs at Fresno State is a one-step process. All applicants must meet both university admission requirements and specific program requirements to be fully admitted to the university. Listed below are the requirements applicants must complete to be admitted to Fresno State.

Required Applicant Paperwork

- Application to the university must be submitted online through www.csumentor.edu
- A \$55.00, nonrefundable application processing fee (also available as part of the electronic application)
- Official transcripts from each external college or university previously attended and/or currently attending.

Note: Transcripts must include grades for the most recently completed coursework. If a student is currently enrolled, or has been a student at California State University, Fresno, their transcripts will be generated by the university upon receipt of the application.

- Standardized test scores (if required by program)

Note: Applications will not be sent to the degree program for consideration until the application fee (or approved waiver), all transcripts, test scores (if required), and residency data (if required) are received. All documents should be received within two weeks after application is submitted.

External transcripts and required test scores are sent to the Graduate Admissions Office in Joyal Administration, 5150 N Maple Ave., MS JA57, Fresno, CA. 93740-8026.

All program application materials required for your program (letters of intent, letters of recommendation and/or program application) should be submitted directly to the department office. The applicant accesses the program application process through the CSUMentor application confirmation page. This is part of the “one-step” process.

Eligibility Criteria

Applicants must meet the following university requirements for admission:

- hold a baccalaureate degree from a regionally accredited institution;
- have an overall GPA of 2.5 in above mentioned baccalaureate degree OR have attained a GPA of at least 2.5 in the last 60 semester units (90 quarter units) OR hold an acceptable post-baccalaureate degree from a regionally accredited institution;
- be in good standing at the last college attended.

Deadlines

Consult the university or the graduate office website for current application deadlines.

PROGRAM ADMISSION

Applicants must also be admitted to either a program’s graduate degree, credential, or certificate of advanced study program. Listed below are the requirements applicants must complete with their program.

Required Applicant Paperwork

- Standardized test scores (GRE, GMAT, or MAT), if required; see “[Standardized Testing](#)” section in this handbook. Test requirements vary with the program.
- Submit all program requirements for admission. This may include letters of recommendation, a personal statement, or additional application information. For summary information on what your program requirements are, see the “[Program Admissions Criteria](#)” page on the DGS website.

Eligibility Criteria

Applicants must

- have met all previously listed university requirements for admission
- meet other requirements as specified by the program

Program Recommendation

Program recommendations for admission are either done online, if dealing with new or returning applicants, or via paper, if the applicant is a continuing student and changing majors.

- Online admissions for new and returning students are handled through the Graduate Admissions office. It involves using PeopleSoft and looking up student information, which contains transcript data, test scores, and evaluation of admissibility. Program decisions are entered in the Evaluator Rating page by the graduate program coordinator/director. Training for this process may be handled by the Graduate Admissions office in group and individual settings. See sample decision flows ([appendix a](#)).
- Paper admissions for continuing students who want to change majors is handled by the Division of Graduate Studies. Refer to the [Change of Degree Objective](#) section of this handbook.

Deadlines

Programs may set their own separate program application deadlines, provided they adhere to university deadlines.

Procedures

Departmental recommendations must be completed according to the appropriate admissions area: University Admissions (electronic) or Division of Graduate Studies (paper).

As program coordinator/director, you may indicate one of three different responses on this form:

Classified Standing	Indicate semester of classification. No further recommendation is needed. No more than 10 units (including transfer and postbaccalaureate) taken prior to achieving classified standing may be used toward the graduate degree program (listed on the “ Petition of Advancement to Candidacy ” form).
Conditional Classified Standing	Outline on the Departmental Recommendation form all conditions required for the applicant to attain classified graduate standing. <i>Note:</i> If and when all conditions have been met, you must submit the “ Classified Graduate Standing Request ” form to the Division of Graduate Studies before classified standing can be formally granted.
Unable to Admit	Reasons for not admitting must be provided.

Contact [Graduate Admissions](#) about additional choices.

ADMISSIONS – INTERNATIONAL

International applicants must comply with varied and different sets of regulations, and therefore follow a special procedure for admission. For summary information, see also, “International Student Program Admissions Criteria,” available online via the “[Forms](#)” link on the DGS website.

- International applicants should apply online at www.csumentor.edu and choose the “International” application.

Required Applicant Paperwork

- Nonrefundable application processing fee of \$55.00.
- Official records: transcripts or mark sheets and degree certificates or diplomas. Unofficial copies are acceptable for initial admission processing.
- Official copies of test scores (GRE, GMAT, MAT), must be sent to Fresno State directly from Educational Testing Services in Princeton, New Jersey. Students should check with their desired department to find out which test(s) are required. Some programs do not require tests for admission. Unofficial copies are acceptable for initial admission processing.
- Financial guarantee/bank statement from the sponsor, showing amount and source of support. (If the sponsor is a government agency, organization, or other group, a separate letter that includes the terms of sponsorship, in English, must be attached.)
- Transcripts and test scores are sent to International Admissions, 5150 N. Maple Ave., MS JA56, Fresno, CA 93740-8026. Scanned or faxed copies will be considered unofficial.
- All program application materials required for your program (letters of intent, letters of recommendation, and/or program application) should be submitted directly to the department office. Applicants will receive department application information as part of the “one-step” application process.

Eligibility Criteria

Applicants must have completed the equivalent of a recognized U.S. bachelor’s degree.

Additional Criteria

Applicants must

- hold a minimum grade point average of 2.5 in the last 60 semester (90 quarter) units.
- satisfactorily meet the professional, personal, scholastic, and other standards for graduate study.
- be in good standing at the last college attended.
- submit appropriate standardized test scores (GRE, GMAT, or MAT), if required.
- have acquired competence in the English language prior to enrolling in a graduate program or prerequisite courses.
- submit official Test of English as a Second Language (TOEFL) score with a minimum of 550 on the paper TOEFL, or 80 on the Internet-based TOEFL for graduate students (some programs may require a higher score see Standardized Testing in this handbook). An International English Language Testing System (IELTS) score of 6.5 is also acceptable.

Deadlines

Deadlines vary. Please contact the International Admissions Office at intladm@listserv.csufresno.edu or 559.278.2409.

Advising Tips

- Graduate applicants should contact their respective departments to inquire about a separate departmental application.
- Applicants whose native language is not English may be required to enroll in special courses in English to help improve their writing skills and to provide the greatest possibility of success in graduate studies.
- Applicants are encouraged to contact their department; some may have higher TOEFL requirements.
- Other applicant questions should be referred to [International Student Services and Programs](#) 559.278.2409.

ADMISSIONS – GENERAL INFORMATION

STANDARDIZED TESTING

Applicants are required to submit standardized test scores if required by the program. The General Test of the Graduate Record Exam (GRE), the Graduate Management Admissions Test (GMAT), or the Miller Analogies Test (MAT) may be required. Some departments may additionally require the GRE Subject Test.

Standardized tests are not currently required for applicants to these graduate degrees: Counseling, Creative Writing, Education, English, Linguistics, Nursing, Rehabilitation Counseling, Reading, Social Work, Spanish, Special Education, and Teaching. Also, the tests are not required for applicants to the advanced certificates in Composition, TESOL, Educational Technology, Psychiatric Mental Health Nurse Practitioner, Criminal Justice Counseling Specialist (for those in the Rehabilitation Counseling Program only), Teaching American History, Geographic Information System.

Note: GRE test scores are not to be used as the sole criterion for judging a candidate's eligibility. However, they may be regarded as providing a useful tool for an objective assessment of the average ability of applicants across disciplines. International applicants need to be informed that the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) is required for all applicants from countries in which the official language is not English. Minimal TOEFL requirements differ from program to program (see also International Student Program Admissions Criteria).

Note: The TOEFL or IELTS may be required for domestic applicants with academic documents from countries in which the official language is not English. Contact the Graduate Admissions office or the International Admissions office as appropriate.

GRE Testing information is accessible through the GRE website www.gre.org. Current information on test dates and test sites may also be found in the GRE Bulletin, available from the Division of Graduate Studies and the Testing Services office (Family Food Science, Room 110, 278.2457). GRE scores are available from the National Graduate Records Center for 5 years from the testing date.

General Test: Computer-based testing for the GRE General Test is available on the Fresno State campus through the Testing Services office.

Subject Test: This test is offered paper-pencil only, three times a year, and is available on the Fresno State campus through the Testing Services office.

Note: A limited number of fee waivers for the GRE General and Subject tests are available to those who meet the eligibility requirements. Contact the Testing Services office (Family Food Science, Room 110, 278.2457).

GMAT Testing information is accessible through www.mba.com. Computer-based testing for the GMAT is available in Fresno through the Pearson Professional Center (559.256.0060 or 800.717.4628).

MAT The MAT is offered at the Testing Office by appointment Monday through Friday. Consult the university's Testing Services office (FFS 110, 278.2457) or www.milleranalogies.com

TOEFL Students requesting information on dates, times, scheduling, costs, and sites may be referred to Educational Testing Service (609.771.7100 or www.toefl.org) or IELTS www.ielts.org. The TOEFL Information Bulletin for Computer-Based Testing is available from the Testing Services offices. Computer-based testing for the TOEFL is available on the Fresno State campus through the Testing Services office.

SPECIAL ADMISSION

Certain applicants to the university who do not meet the minimum 2.50 GPA for admission may request special admission.

Paperwork

The special admission process is a self-managed procedure. Denied applicants to the university who wish to appeal may do so by requesting special admission. Information detailing the process, “Instructions & Guidelines for Postbaccalaureate/Graduate Request for Special Admission,” and the supporting form, “Assessment for Special Admission,” are available in the Division of Graduate Studies office, Harold H. Haak Administrative Center and on the DGS website.

Denied postbaccalaureate students who seek information on the special admission process to programs other than a graduate degree or certificate of advanced study should contact the Graduate Admissions Office, Joyal Administration Building, room 121, 559.278.4073.

SPECIAL ADMISSION FOLLOW-UP

The academic progress of all students admitted by special admission must be carefully monitored.

Procedure

Support of the program faculty is essential to this process. Based on sufficient evidence of academic and professional potential, the program coordinator/director may then recommend special admission to the university and to a graduate program to conditionally classified standing. Conditions need to be indicated on the form.

If the applicant is *not* recommended for admission to the university and program, reasons need to be indicated on the form.

BREAK IN ENROLLMENT — READMISSION OF RETURNING STUDENTS

Coordinators/directors should advise students who break their enrollment to reapply according to the following procedures:

- More than one semester break Full application (www.csumentor.edu) plus application fee

CHANGE OF DEGREE OBJECTIVE

Continuing students wanting to change their plan (graduate program and/or option or advanced certificate program), or add a second graduate degree objective, may do so by filing the required request. All requests to add or change graduate degree or certificate of advanced study objective must be handled in the same manner as a new application to the program concerned.

Required Student Paperwork

- “Add or Change Graduate Degree or Certificate of Advanced Study Objective,” available at the DGS office or on the DGS website via the “[Forms](#)” link.
A \$5.00 non-refundable service fee, paid at the cashier’s window. Submit receipt with form to the DGS office.

Eligibility Criteria

- Must have a 2.5 cumulative undergraduate GPA, or a 2.5 GPA on the last 60 units (including post baccalaureate work).
- If required, must have completed the appropriate standardized test (GRE, MAT, or GMAT). International students must have also passed the TOEFL exam.
- Must provide a copy of transcript if BA/BS degree received from an institution other than Fresno State.

Deadlines

Applications are accepted throughout the year.

Procedure

The Division of Graduate Studies will evaluate request and forward “Departmental Recommendation for Graduate Program Admission” form to the program coordinator/director for their program decision.

The Division of Graduate Studies will update student program/plan, student standing, and checklist in the PeopleSoft system.

Advising Tip

Students must meet with graduate coordinator/director for program admission instructions, deadlines and advisement.

SECOND GRADUATE DEGREE

There may be some instances where a student will find it desirable to pursue a second graduate degree. Such instances may include preparation for a change in career path, a need for meeting licensure requirements, or a desire to add to professional marketability.

Coordinators/directors should advise students wishing to seek more than one graduate degree to consult with a graduate evaluator in the Division of Graduate Studies. Special rules apply regarding time limitation and counting of coursework.

The following additional 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.

M.A. OR M.S. IN INTERDISCIPLINARY STUDIES (formerly M.A. Special Major)

If the graduate programs currently offered on this campus do not meet students’ interest or specific needs, it is possible for them to design their own program of study through an M.A. (formerly M.A. Special Major) or M.S. in Interdisciplinary Studies. All proposals for a master’s degree in Interdisciplinary Studies must be approved by the chairs and graduate program coordinators/directors of the departments concerned prior to the student embarking upon graduate courses that might be included in the core program. Consult the Division of Graduate Studies Office for details about this degree.

ENROLLMENT/REGISTRATION

CATALOG YEAR

Graduate degree requirements usually are based on the published requirements of the catalog in effect at the time of the student's advancement to candidacy. In certain circumstances, catalog requirements published in the year when the individual student was fully admitted to the program may apply.

CAMPUS DEFINITION OF FULL-TIME STUDENT STATUS

The university defines full-time study as 12 units; however, while undergraduate course units are counted at face value, graduate course units (those numbered in the 200 series) are weighted at 1.5 units per each course unit. Therefore, 8 units of 200 level courses constitute an equivalent full-time study load of 12 units.

CONTINUOUS ENROLLMENT

University policy requires all graduate students to be continuously enrolled at the university each semester until the awarding of the degree. Students must also be enrolled in any summer term in which an application for graduation is filed. A full course load is encouraged in order to facilitate timely completion of the degree.

Enrollment in Project (298) or Thesis (299) Units

Initial enrollment in project (298) and thesis (299) units occurs in the departmental office, where the permission and class numbers are obtained.

Continuous Enrollment

To maintain continuous enrollment after enrolling in all courses toward the degree, including project (298) or thesis (299) units, students must enroll in zero units, as follows:

Project Students

Students who have enrolled in the required number of project (298) units, but have not completed their project, must maintain continuous enrollment by enrolling in 298C (zero units) through *regular* enrollment each semester until the awarding of the degree. Students 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

Students who have enrolled in the required number of thesis (299) units, but have not completed their thesis, must maintain continuous enrollment by enrolling in 299C (zero units) through *regular* enrollment each semester until the awarding of the degree. Students 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 Examination Students

Comprehensive examination students who have enrolled in all courses toward the degree must maintain continuous enrollment by enrolling in GS Continuation (zero units through Continuing and Global Education). After one semester of enrollment in GS Continuation, students must maintain enrollment thereafter by enrolling in GS 299C (zero units through *regular* enrollment) each semester until the awarding of the degree. Authorization for enrollment in both GS Continuation and GS 299C must be approved by the Division of Graduate Studies, Harold Haak Administrative Center (4th floor of the Henry Madden Library). Permission and class numbers for GS299C must be obtained from the Division of Graduate Studies Office.

FULL TIME VS. PART-TIME ENROLLMENT

For the purpose of *reporting enrollment* for graduate students, regardless of status:

- Full-time 9 or more units
- Part-time less than 9 units

For the purpose of *financial aid* (loans, etc.):

- Part-time 1/2 time 6-8 1/2 equivalent units 3/4 time 9-11 1/2 equivalent units
- Full-time 8 units of 200-level courses; or 12 equivalent units from combined 200 and 100 level

Note: "Equivalent units" are calculated at 1.5 units for each 200-level unit, and at face value for each 100-level unit.

REQUIREMENT FOR FULL-TIME ENROLLMENT INTERNATIONAL STUDENTS

The United States Office of Homeland Security (OHS) requires international students on non-immigrant 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, corequisite, or graduate program courses. (Note: Graduate 200-series courses have weighting factor of 1.5 per course unit.)

- Using the definitions for full-time student status, international graduate students are advised to work closely with their faculty advisor to plan a program of full-time study for each semester of enrollment.
- Graduate program coordinators/directors should not admit international students to their programs in those instances where a sufficient number of courses are not expected to be available during each semester of enrollment in the program.

PLANNED EDUCATIONAL LEAVE REQUESTS

Students wishing to temporarily suspend their formal studies in order to pursue other activities that will help clarify and contribute to their educational goals may request a planned leave.

- Students must submit a “Planned Educational Leave Request” form to the Admissions & Records Service windows, in the north lobby of the Joyal Administration Building. (Forms are available from Joyal Administration Building, Room 106; or [online](#).)
- Planned educational leaves of absence do not change the existing five-year time limit for completion of the degree.
- The Registrar’s Office will send notification to the student and program coordinator/director.
- A student who is approved for a planned leave will be considered a continuing California State University, Fresno student, for the period of time granted for leave.

TIME TO DEGREE

A time limit of five years from the earliest course listed on the student’s approved “Petition of Advancement to Candidacy” form is allowed for completion of the graduate degree. A limited number of outdated courses (older than five years) may be validated. (See “Course Validation,” under “Appeals and Petitions” [in this handbook], for further information relevant to this procedure.)

In rare circumstances only, extensions beyond the five-year limit (no more than two additional years) may be granted, per Title 5, California State Education Code. Contact the graduate dean 559.278.2448.

REQUEST FOR RECORD ADJUSTMENT

The university does recognize that on rare occasions students will experience exceptional situations that prohibit them from completing some procedures in a timely manner. A student may request consideration by completing the “Request for Record Adjustment” (i.e., Retroactive Withdrawal, Retroactive Add, Change of Grading Option or Other).

- The form is available at the Admissions, Records & Evaluations Public Contact Windows or [online](#).
- Post-baccalaureate/graduate students requesting retroactive withdrawal must obtain all required signatures on the form.
- Return the completed form with appropriate documentation to the receptionist in the Division of Graduate Studies.
- Decisions will be sent to students approximately 10 working days from the date the form and supporting documents were submitted.
- If approved, a \$10.00 administrative fee must be paid.

TUITION AND REGISTRATION FEES

Tuition and registration fees are listed in the current [Class Schedule](#) for each semester, for both domestic and international students. Summer extension fees may be found in the [Division of Continuing and Global Education \(CGE\) Catalog](#). Fees are subject to change.

Students may check their Student Center to see if they have an outstanding balance. If fees are not paid by the deadline, they will be dropped from their classes.

ADVANCEMENT TO CANDIDACY

The “[Petition of Advancement to Candidacy](#)” form serves as a guideline for progress toward and completion of the degree. Please encourage completion of this step early in the student’s program. Your careful review, as graduate coordinator/director, is important.

Required Paperwork

- “[Petition of Advancement to Candidacy](#)”
- *If transfer work is listed on the petition:* Course description and graduate degree program description demonstrating that the course could have been used toward a graduate degree at the other institution; the course numbering and grading systems; information clarifying whether the institution used the semester or quarter system; and one official transcript of the transfer work in a sealed envelope.

Eligibility Criteria

The student must have

- achieved Classified Standing;
- fulfilled the graduate writing skills requirement;
- passed the GRE Subject Test (if required);
- passed the Department Qualifying Examination (if required);
- completed at least 9 units at Fresno State toward the proposed program;
- attained a minimum program GPA of 3.0 in coursework listed on the advancement petition;
- completed the foreign language requirement (if required).

Deadlines

- Consult the *Class Schedule* or the “[Dates & Deadlines](#)” section of the DGS website for exact deadlines. The advancement petition must be approved by DGS prior to a student enrolling in the culminating experience and/or applying for graduation.

Procedure

The student should:

- schedule an appointment to meet with his or her graduate adviser and complete the “Petition of Advancement to Candidacy”;
- obtain the signature of the graduate program adviser, coordinator/director, and if required, that of the department chair, and college/school dean;
- return the advancement petition to the Division of Graduate Studies Office for final approval.

Advising Tips

- Courses used to fulfill General Education curriculum, undergraduate writing “W” courses, 300-series courses, lower division courses, and course older than five years may not be listed on the advancement petitions.
- A maximum of one-fifth of the program units (e.g., 6 units of a 30-unit graduate degree) listed on the advancement petition may be independent study units.
- A minimum of 70% of a student’s program must consist of 200-series courses.
- A maximum of 6 units of CR-graded coursework may apply toward a 30-unit graduate degree.
- A maximum of 9 transfer units may apply toward a 30-unit graduate degree.

OTHER DEPARTMENTAL REQUIREMENTS

As graduate coordinator, you will need to indicate/verify fulfillment of the following items on the “Petition of Advancement to Candidacy.” Include date where appropriate.

- Classified Graduate Standing (required)
- Graduate Writing Skills Requirement (required)
- GRE Subject Test (as required)
- Department Qualifying Exam (as required), established by the program
- Foreign Language Requirement (as required), determined within the program

All students must satisfy the writing requirement as defined by the student’s program and approved by the University Graduate Committee before being allowed to advance to candidacy. For information regarding current policy, see “Graduate Writing Requirement,” available at the DGS office.

PROGRAM ADJUSTMENT REQUEST

Once a student has been officially advanced to candidacy, the “[Petition of Advancement to Candidacy](#)” may be changed only on the written request of the student and his or her department via a “Program Adjustment Request” (PAR) form, available at the DGS office and online via the “[Forms](#)” link on the DGS website.

APPEALS AND PETITIONS

ACADEMIC OVERLOAD

The maximum allowable load is 16 units for full-time graduate 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 at the DGS office and online via the [“Forms”](#) link on the DGS website) during the registration period.

COURSE VALIDATION

Course validation determines the student’s current knowledge in outdated (older than five years) coursework. A maximum of one-third of the courses listed on the student’s approved “Petition of Advancement to Candidacy” may be validated. Validation methods are determined individually for each course by the instructor of record.

Required Paperwork

“Recommendation for Course Validation” form (available at the DGS office and online via the [“Forms”](#) link on the DGS website).

Eligibility Criteria

- Student must have an approved “Petition of Advancement to Candidacy” form on file in the Division of Graduate Studies office.
- Coursework can only be validated when both the instructor of the course and the graduate coordinator/director have approved the validation method.

Deadlines

- The final day of the term in which the student applies to graduate.

Procedure

Students should pick up the “Recommendation for Course Validation” form from the Division of Graduate Studies or print it from the DGS website; meet with the instructor of the outdated course, or if no longer present, meet with the current instructor to determine the method of validation; obtain the instructor’s and graduate coordinator’s/director’s signatures after validation has been completed; and return the form to the Division of Graduate Studies Office.

- Only courses taken at California State University, Fresno may be validated.
- Course validation may be allowed only when courses fall out of date after the Petition of Advancement to Candidacy has already been approved. Courses older than five years may not be listed in the advancement petition at the time approval of the petition is granted.
- If a “C” has been obtained in a course, then validation is not an option.

GRADUATE STUDENT PETITIONS (General)

Graduate students may, for justifiable and appropriate reasons, petition to waive department, program, or Division of Graduate Studies regulations regarding acceptable academic standards of performance (i.e., curricula, program coursework, grading, timelines, degree progress). Students may also wish to petition for an exception or waiver of university-wide policies under special circumstances, including those pertaining to registration matters, grades, student conduct, or interpretation of established regulations. Decisions on individual cases shall be made in accordance with the procedures detailed in the *Academic Policy Manual*. (The Graduate Academic Petitions Committee is charged with reviewing and adjudicating such petitions; committee policies and procedures can be found in the *APM*.)

GRADING/ACADEMIC CREDITS

ADMINISTRATIVE ACADEMIC PROBATION (AAP)

Students enrolled in graduate programs are required to maintain a minimum 3.0 post baccalaureate cumulative grade point average (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 for Advancement to Candidacy.

Graduate students are automatically placed on AAP by the university system when their GPA falls below the minimum GPA of 3.0 required by Title 5, California State Education Code. Upon review, a graduate evaluator will determine if the AAP notation can be removed for students who are advanced to candidacy based on coursework listed on the Petition of Advancement to Candidacy.

Advising Tips

Students should meet with their graduate program coordinator/director for guidance.

Graduate programs may also place a graduate student on AAP for the following reasons:

- Withdrawal from a substantial portion of a program in two successive terms or in any three terms,
- 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.

Procedure

- Administrative Academic Probation notation will be automatically recorded to a student's transcript if GPA falls below 3.0.
- Graduate program selecting to place a student on AAP for reasons unrelated to the GPA must send a letter to the student outlining reasons for AAP with a copy to the DGS office.
- DGS office will update PeopleSoft system to AAP. Administrative Academic Probation notation is placed on student's transcript.

ACADEMIC DISQUALIFICATION

- Effective Fall 2007, students who are placed on AAP for any two semesters will be disqualified from the university.
- Graduate students are automatically disqualified by the university system when their postbaccalaureate GPA falls below 2.00 or if they are placed on AAP (Administrative Academic Probation) for any two semesters. Graduate students who are academically disqualified after the posting of semester grades will not be given automatic readmission to the university for the following semester.
- You will need to be prepared for students who may want your support in recommending them for re-admission. Please keep in mind that even with extenuating circumstances, it may not be realistic for academically disqualified students to raise their GPA to the required 3.0.
- The disqualification process automatically places the notation "Academic Disqualification" on the student's transcript. Before this is done, there is an internal checking process by campus staff to determine that the notation is placed on academic records that truly warrant the entry.
- At the end of each term, automated emails are sent to students through the Fresno State Messaging Center informing them of their academic disqualification with a link to the "Petition for Readmission of Disqualified Graduate Student."
- Programs need to establish a graduate program faculty committee and have a written internal appeals process.
- Timing and deadline dates are to be determined by graduate program faculty and the graduate program coordinator/director.

Note: The graduate program faculty could decide that the timing and availability of faculty will mean that the student will have to wait a semester before the appeal process and decision can be made. If this occurs, the student will need to reapply to Fresno State.

Appeal Process

- Students who choose to petition will need to complete the “Petition for Readmission of Disqualified Graduate Student” and attach a one-page typed appeal explaining the circumstances of their GPA, with supporting documentation if there were extenuating circumstances.
- Students should make an appointment to meet with the graduate program coordinator/director to discuss their situation. You should take this opportunity to review the student’s academic record.
 - In some cases there may be extenuating circumstances to warrant a request for retroactive withdrawal. If it is evident that a student failed an entire semester and there were extenuating circumstances, with appropriate and strong supporting documentation and justification, the student should be advised to submit a “Request for Record Adjustment.” A university committee meets every Tuesday to review requests and make decisions. If approved, the adjustment may place the student back into good standing.
- The graduate program faculty committee will be responsible for making the recommendation on whether the student will be approved or denied readmission. The committee should meet, review the student’s petition, and make a recommendation (with conditions, if approved) to the graduate program coordinator/director.

NOTE: It is recommended that students not continue to enroll in “new” 200-level courses until they retain the required GPA. It may be possible to allow the repeat of a failed 200-level course with program coordinator/director’s approval, but grade substitution is not allowed.
- The decision (including conditions, if approved) is recorded on the “Petition for Readmission of Disqualified Graduate Student” form and student is notified by graduate program coordinator/director. Graduate program coordinator/directors will need to monitor and follow up on disqualified readmitted students and the conditions that they are expected to meet.
- Graduate students who have been readmitted back to their program after being disqualified will be allowed to continue as long as their term GPA is 3.5 or higher. A cumulative GPA of 3.0 or higher will place the student back into good standing.
- It is most important that graduate program coordinators/directors contact and meet with graduate students who are on AAP to ensure that they understand the seriousness of their position and the importance of completing the term with a 3.0 GPA.

Returning to Fresno State in Academic Disqualification Status

If disqualified graduate students choose not to petition for readmission, leave the university, and at some point reapply to Fresno State, they will be required to submit the “[Petition for Readmission of Disqualified Graduate Student](#)” (this form is available online to download) and not pursue the Special Admission process.

PROGRAM DISQUALIFICATION

Graduate program coordinators/directors may request that students be disqualified from graduate programs for other reasons not related to GPA.

Required Paperwork

- Graduate program coordinators/directors send a letter to the student outlining reasons for disqualification from the graduate program with a copy to the DGS office.
- DGS office will update the PeopleSoft system. A notation, “Disqualified from Graduate Program,” is placed on student’s transcript.

CREDIT/NO CREDIT GRADING (CR/NC)

A limited number of CR-graded courses may be used toward a graduate degree program. To apply a CR-graded course toward a graduate degree program, the course must be CR/NC graded only.

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

CONTINUING & GLOBAL EDUCATION ENROLLMENT (EXTENSION)

On rare occasions, a graduate degree student 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; the purpose of enrollment may not be to bypass the university fee structure;
- a maximum of 9 units, including any other transfer work, may be used on a 30-unit program;
- 300-level courses may not be used to satisfy requirements toward the graduate degree; and
- students who have been disqualified from the university may not enroll in 200-level coursework through Extension.

INCOMPLETES

- All courses must be completed prior to the final day of the semester or term when a student expects to graduate.
- “I’s,” “RP’s,” and “RD’s” are types of incomplete grades.
- A student with an “I” (Incomplete grade) in a course cannot re-enroll in that course. The student must either earn a grade or wait a year for the grade to convert to an “IC.” An “IC” is a failing grade.

REPETITION OF COURSES/GRADE SUBSTITUTION

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

REQUIRED GPA

Graduate degree students must meet the following grade point average requirements:

- For university admission, a 2.5 (see “[Admissions](#)” [in this handbook]).
- For achievement of Classified Standing, a minimum 3.0 postbaccalaureate cumulative GPA is required.
- For advancement to candidacy, a 3.0 minimum in all coursework listed on the “Petition of Advancement to Candidacy.” No courses with grades below “C” may be listed on the advancement petition.
- For graduation with distinction, a minimum 3.9 on all coursework listed on the “Petition of Advancement to Candidacy.”

For details, see the [General Catalog](#).

RETROACTIVE WITHDRAWALS

Students unable to withdraw from a course within the allotted time period for withdrawals due to extenuating circumstances or university error may file a “Request for Record Adjustment” form (available on the [Admissions, Records, and Evaluations \(ARE\)](#) office website). The form must be completed with justification for request, required signatures (instructor, graduate program coordinator/director, and Dean of the Division of Graduate Studies), and attached supporting documentation prior to submitting to the Admissions and Records Office, Joyal Administration Building, service windows. Students will be notified of the committee’s decision.

SUMMER ENROLLMENT

Students applying for the degree to be granted in the summer term must be enrolled (see also “[Continuous Enrollment](#)” in this handbook).

UNDERGRADUATE ENROLLMENT IN 200-LEVEL COURSES

Last-semester undergraduate seniors wanting to enroll in 200-level courses must meet all criteria listed on the “[Undergraduate Petition to Enroll in Graduate \(200-Level\) Courses](#)” form, available from the Division of Graduate Studies and online on the DGS website under the “[Forms](#)” link. At the time that the petition is approved, the department will be notified and a permission number can then be issued to the student, so that they may add the course(s). Permission numbers **may not** be issued prior to the approval of the petition.

THE CULMINATING EXPERIENCE

The culminating experience for a student's graduate program is carefully spelled out by the California State Education Code, Title 5. Master's degree students may choose one culminating experience from the three, as determined by the particular program. Not all programs offer all three options. A doctoral student's culminating experience is determined by the specific program.

Certain advisement tips apply equally to all forms of the culminating experience, and as such, deserve your special attention as graduate coordinator/director:

- Once enrolled in a particular culminating experience and having earned an RP grade, students may not switch to an alternative. For example, a student who has received a semester/term RP grade for units in a thesis may not file a "[Program Adjustment Request](#)" (PAR) to change to a project. However, had this same student not yet enrolled for units or withdrawn from the university during the semester/term (thus receiving no RP grade), he or she could file a PAR to change the selection indicated on the approved "[Petition of Advancement to Candidacy](#)" form.
- The **total number of units** assigned for the thesis or the project may not exceed 6, or be less than 2.
- Advisers should counsel students that they are expected to be appropriately enrolled each semester while working on their project, examination, or thesis (see also [Continuous Enrollment](#)).
- Advisers should assure that the culminating experience selected by the student is appropriate to that student's particular program emphasis, career goals, and ability.
- It is imperative that programs and individual committee advisers set **early** dates for completion of the exam, thesis, or project. This will ensure sufficient time for completing the review, grading, and submission of graduate degree clearance paperwork by the graduate coordinator/director to the Graduate Division by the posted deadline. Students are counting on the timely posting of their degrees! If the required, signed clearance forms have not been submitted by the deadlines listed, students' graduation dates may be delayed or postponed to the following semester or term.

Additionally, for both the thesis and project:

- Grades must be submitted on the "[Graduate Degree Clearance](#)" form. This is the only acceptable method for submitting these grades. Faculty should not enter thesis or project grades online, as they do for other courses.
- It is important that faculty members meet regularly with the student each term that the student is enrolled to analyze that student's progress toward completion of the thesis/project.
- No academic distinction is made between a thesis and a project. Either one is acceptable as a means of fulfilling the requirements of the graduate degree. Coordinators/directors provide essential guidance and instructions on whether a student should enroll in 298 (project) or 299 (thesis).

THE COMPREHENSIVE EXAMINATION

Catalog Definition

A comprehensive examination is an assessment of the student's 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. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of the California State University.

Paperwork

"[Graduate Degree Clearance](#)" form, with required signatures and date indicated for completion of the exam.

Eligibility Criteria

An approved "[Petition of Advancement to Candidacy](#)" form must be on file with the Division of Graduate Studies prior to taking the comprehensive exam.

Deadlines

The exam must be completed in time for the "[Graduate Degree Clearance](#)" form to be issued by the deadline (available at the "[Dates & Deadlines](#)" section of the DGS website.)

Procedure

- The process varies from program to program, as appropriate to the discipline. Each program should establish its own procedures and policy (including appeals policy) and have it available in writing to all graduate students.
- Copies of examination questions and responses must be kept on file.

Advising Tips

Set and advertise dates early.

THE PROJECT

Catalog Definition

A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. It must evidence originality and independent thinking, appropriate form and 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.

Content Summary

- A project reflects applied field research or creative effort, often suited to the student's individual and/or professional goals.
- A project allows application of technical skills and knowledge with a practical emphasis.

Paperwork

- Varies with program requirements. Usually, a project committee form, signed by the committee members and the graduate coordinator/director, is required.
- The "[Graduate Degree Clearance](#)" form, with required signatures, must be submitted to the Division of Graduate Studies by the posted deadline at the end of the semester/term in which the student intends to graduate. The form indicates the grade for the project assigned by the committee for the enrolled project units. (See "Graduation" [in this handbook] for complete discussion of required paper work and procedures.)

Eligibility Criteria

An approved "[Petition of Advancement to Candidacy](#)" form must be on file with the Division of Graduate Studies one semester prior to signing up for project units in the department.

Deadlines

The project must be completed in time for the "[Graduate Degree Clearance](#)" form to be issued by the deadline (available at the "[Dates & Deadlines](#)" section of the DGS website.)

Procedure

- Project committees are formed according to departmental specifications and guidelines. Frequently, project committees consist of two committee members rather than three, as required for the thesis.
- Rules governing format and content are determined by the program. Most programs follow the general layout required for theses ([Guidelines for Thesis Preparation](#)). The project guidelines should be published and applied across the program.
- Final project format and quality approval rests with the department. Signatures on the project approval page attest to the approval of committee members regarding form and content of the project, as meeting Title 5 regulations (see Catalog Definition, above).

Advising Tips

Be sure to set early dates for completion and submission of projects in order to ensure time for committee review, grading, and submission of clearance paperwork to the Graduate Division by the posted deadline.

Library-Bound Projects

On March 15, 2005, the University Graduate Committee approved a policy for “library bound projects.” This policy and the procedures for review apply only to projects that the student and faculty advisor wish to have placed in the Madden Library.

The purpose of the policy is to bring greater visibility to the research done by our university’s project (298) students and provide them with an opportunity to have their projects formally reviewed at the university level for placement in the Henry Madden Library.

Faculty and students who wish to have a project eligible for binding must complete the electronic submission and review process for dissertations and theses, attesting that the project meets required standards of scholarship, format, and style of the university and the student’s program.

Students may submit an endorsed project any time during their semester or term of graduation, but no later than six weeks into the semester or term following their graduation date. This deadline is meant to address time constraint concerns from programs designed such that students don’t begin writing the project until the beginning of their final semester.

The university’s thesis consultant in the Division of Graduate Studies will review the recommended projects. Library-bound projects must meet the manuscript requirements of the thesis (299) detailed in the university’s [Guidelines for Thesis Preparation](#).

THE THESIS

Catalog Definition

A thesis is the written product of the systematic study of a significant problem. It clearly 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 must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation. Normally, an oral defense of the thesis will be required.

Critical and independent thinking should characterize every thesis. Mere description, cataloging, compilation, and other superficial procedures are not adequate.

Content Summary

- The thesis is a highly structured document resulting from original student research.
- The thesis investigates specific, well-defined questions or issues, frequently forming hypotheses to be tested.
- The thesis relates to an existing body of theoretical or empirical knowledge in the field.

Eligibility Criteria

An approved “[Petition of Advancement to Candidacy](#)” form must be on file with the Division of Graduate Studies one semester prior to signing up for thesis units in the department.

Paperwork

- “[Thesis \(299\) /Dissertation Committee Assignment](#)” form (available at the DGS office and online via the “[Forms](#)” link on the DGS website). This form should be filed with the Division of Graduate Studies before or at the time of the student’s first registration for thesis units in the department.

Signatures of all committee members, the graduate coordinator or department chair, and the college dean (if indicated) are required. See the “[Thesis Committee Policy and Procedures](#)” in the “[Thesis](#)” section of the DGS website.

- For a third, off-campus committee member, a curriculum vita or resume must be submitted with the committee assignment form to the Division of Graduate Studies.
- For changes in committee chair, second, or third committee members, or in the thesis topic, a “[Change in Thesis \(299\) /Dissertation Committee and/or Topic](#)” form (available at the DGS office and online via the “[Forms](#)” link on the DGS website) must be on file in the Division of Graduate Studies.
- “[Human/Animal Subjects Clearance](#)” form, as applicable. To be submitted to the student’s departmental Human/Animal Subjects Clearance committee.
- Research involving human subjects should not begin until written approval has been received from the departmental human subjects committee and, where review demands, the university Committee on the

Protection of Human Subjects (CPHS). Guidelines and forms for protocols can be obtained from the departmental office or [online](#).

- Research involving live animals on campus must receive approval from the Animal Care and Use Committee. Forms may be obtained from the departmental or college dean's office.
- "[Graduate Degree Clearance](#)" form, with required signatures, must be submitted to the Division of Graduate Studies by the posted deadline at the end of the semester/term the student intends to graduate in. The grade for thesis units is recorded on this form by the thesis chair, on behalf of the committee, and given to the graduate coordinator/director for final processing (see "[Graduation](#)" [in this handbook] for complete discussion).

Deadlines

- Final thesis submission: Approximately seven weeks before last day of classes. (Consult the [Class Schedule, University Catalog](#), or the "[Dates & Deadlines](#)" section of the DGS website for exact dates.)
- Publication copy: Date assigned by thesis consultant, after review of final draft submission.

Procedure

- Thesis format must follow the university [Guidelines for Thesis Preparation](#).
- Theses are submitted to the Graduate Division in two stages: initial review by the thesis consultant (final submission) and clearance review of the corrected final copy for binding (publication copy). By signing the publication copy approval page, the committee signifies that the form and content of the thesis meet Title 5 regulations (see Catalog definition, above) as well as program standards.
- Thesis committees are formed according to guidelines established by the Graduate Committee of the Academic Senate. The committee consists of three members; the chair and at least one other committee member must be appointed members of the department's Graduate Faculty Group of the student's degree program. With requisite expertise, an individual who is not a member of the department faculty in the student's program may serve as a member, with approval of the department chair. (See the "[Thesis](#)" section of the DGS website for "[Thesis Committee Policy and Procedures](#).")
- When approved for quality, format, and style, the graduate dean signs the publication copy approval page.
- In order for the thesis consultant to grant final thesis clearance, students are required to have submitted the following:
 - Thesis fees form with the imprint from the University Cashier showing payment of fees for thesis microfilming, binding, and the optional mailing fee.
 - Two copies of the laser-printed thesis: one for the department and one for the library.
 - "[Permission to Publish Copyrighted Material](#)" form(s), as applicable (available from the "[Thesis](#)" section of the DGS website).
- In order for the graduate evaluator to register final thesis clearance or the degree, the final grade for the thesis must have been recorded on the "[Graduate Degree Clearance](#)" form.

Advising Tips

- Set early internal program deadlines for committee review and approval of theses to ensure that students meet university timelines for graduation.
- Students should be directed to the [Thesis Office website](#), which has a number of indispensable resources designed to assist students through the thesis process.
- Thesis support is available from the Thesis Office in the Division of Graduate Studies. Class and group lectures may be arranged by calling the thesis consultant (ext. 2448).
- Students should inform the thesis consultant about their plans for the semester/term of their thesis submission. Out-of-town students should contact the thesis consultant before leaving campus for advice on the best way to handle these processes from a distance.

THE DISSERTATION (for Ed.D. students only)

Eligibility Criteria

Students writing a dissertation must have an approved “[Application to Candidacy](#)” form on file with the Division of Graduate Studies one semester prior to signing up for dissertation units in the department.

Paperwork

Dissertation students should be advised to follow the same paperwork procedure as that recommended for thesis students.

Deadlines

- Final dissertation: See the [DPELFS website](#) for submission dates annually.
- Publication copy: Date assigned by thesis/dissertation consultant after review of final submission.

Procedure

- Dissertation format must follow the program’s *Format and Evaluation Guidelines for Dissertation Preparation*, available from the DPELFS website, Student Corner.
- The remaining procedures for dissertation submission and review will follow those for thesis students.

Advising Tips

- See “Advising Tips” for thesis.

Graduate Writing Studio (GWS)

GWS consultants will meet graduate students at any stage of the writing process. However, consultants are not permitted to proofread and edit papers for mechanical and grammatical errors without explanation or discussion with the student.

GWS consultants are trained to promote collaborative learning, where the student is an active participant in the session; offer practical encouragement and constructive criticism; and direct students to resources that will help the continue their work independently after the session. The goal of each session is for the student to increase his or her skill level, confidence, and independence as a writer.

GWS consultants are trained as well to ask students questions about their writing goals and concerns. Given the length of most graduate-level writing assignments (e.g., theses, projects), consultants will not likely be able to review the entire piece of writing; students should be prepared to identify which portion or portions of an assigned writing task they wish to cover within the timeframe of the consultation.

For more information about the [Graduate Writing Studio](#), visit the [GWS website](#).

GRADUATION

Students must have a graduation application on file in the Division of Graduate Studies in order to graduate in a particular semester. Degrees are not granted automatically!

Required Student Paperwork

- “[Graduate Degree Application](#)” form (available at the DGS office and online via the “[Forms](#)” link on the DGS website during the application period).
- \$35.00 non-refundable application fee.
- “[Graduate Degree Clearance](#)” form (available at the DGS office and online via the “[Forms](#)” link on the DGS website).

Eligibility Criteria

- A previously approved “[Petition of Advancement to Candidacy](#)” on file in the Division of Graduate Studies.
- A minimum program grade point average of 3.0.
- Permission from the graduate coordinator/director to apply for graduation.

Deadlines

- For the “[Graduate Degree Application](#)” form, approximately the first two weeks of the fall and spring semesters, or the first three weeks of the summer term; consult the [Class Schedule](#) or the “[Dates & Deadlines](#)” section of the DGS website for exact deadlines.
- For the “[Graduate Degree Clearance](#)” form, the last day of the semester or final summer term.

Procedure

- Students must file the graduation application and pay an application fee. *Your signature as coordinator/director is required.*
- Coordinators/directors should schedule a meeting with graduating students to determine how final requirements (e.g., culminating experience, clearance of incomplete coursework, appropriate paperwork) are to be met.
- “[Graduate Degree Clearance](#)” forms must be submitted to the Division of Graduate Studies by the graduate program coordinator/director. Your signature is required.
- Graduation in the summer is optional, based on the availability of the student’s faculty, and appropriate class required for continuous enrollment.

Note: Do not give your written approval/signature on the graduate application unless you are assured of the presence of critical program faculty during this period.

- The graduate evaluators review applicants’ files to determine completion of all requirements and clear all degrees. Transcripts showing conferred degrees are available after this point only. (See “[Proof of Degree Granted](#)” in this section.)

Advising Tips

- Students must be advanced to candidacy prior to applying for the awarding of the degree.
- If requirements are not completed by the end of the term, students must reapply for graduation and pay another application fee.
- As coordinator/director, it is critical that you meet all paperwork deadlines by the final day of the semester, in order for the student’s degree to be cleared!

HOODING CEREMONY

The Hooding Ceremony has been decentralized to each school/college/department convocation celebration.

Decentralizing the Hooding Ceremony will provide a more personalized experience for students where faculty thesis and project supervisors will have the opportunity to hood their own graduates.

In addition, holding the ceremony at the School/College/Department level will showcase the experience to undergraduate students who are also attending the convocation ceremony and may inspire them to consider pursuing their own graduate degree.

DISTINCTION

Graduate coordinators/directors may inform students who are graduating with distinction (minimum 3.9 GPA in all coursework listed on the approved "[Petition of Advancement to Candidacy](#)") that this honor is noted on the student's diploma and official transcript.

Note: Grade reporting deadlines for the spring semester do not permit notation of distinction in the "Commencement Program" for spring candidates.

PROOF OF DEGREE GRANTED

Coordinators/directors may receive requests from students needing verification that their degrees have been posted. Proof of degree granted is available as follows:

- **Transcripts**

Transcripts with the graduate degree posted are available upon clearance of the degree. However, transcripts showing the degree are **not** automatically sent to the student upon graduation. Transcript requests can only be done in person or by mail. Coordinators/directors should refer students to the Public Contact Windows in the Joyal Administration Building or the transcripts [website](#) to print the transcript request form. There is a fee of \$4.00 for the first copy and \$2.00 for each additional copy through ten.

- **Diplomas**

The Evaluations Office mails the diploma to the student approximately three months after the degree is posted. Students will receive an email prior to the mailing of their diplomas.

CERTIFICATION LETTERS

Students who have completed all requirements with grades posted in all courses, and need written confirmation of their degrees prior to the official degree granting date (i.e., the final day of the semester) may request a Letter of Certification from the Division of Graduate Studies. A small fee is required.

And Beyond!

The [Career Services Office](#) offers services for graduate students including individual, hour-long counseling/coaching appointments, walk-in advising for quick questions or resume reviews, career assessments, resume/CV & cover letter critiques, job searching tools, and doctoral program advising. Students can avail themselves of Career Services assistance for free while enrolled, and for six months after graduation. After that, services are available to alumni for a small fee.

The website is [Career Services Office](#). Phone: 278.2381

CURRICULUM CHANGE

An important part of the graduate coordinator/director's responsibilities is to oversee the curriculum, forwarding requests for course and curriculum change. To ensure full consideration, be sure that all proposals follow procedures, use the correct forms, and meet submission deadlines! The following section outlines the process and provides some basic tips.

Paperwork

- The "New Graduate Course Request" (blue), "Graduate Course Change or Deletion Request" (green), and the "Catalog Statement Revision Request" (yellow) forms are available online through Desktop eForms.
- New course proposals should follow Definitions of Graduate Level Instruction in the CSU (attached to the blue form) and Policy on Course Syllabi and Grading as published in Section 241 of the Academic Policy Manual.
- All course and curriculum change requests must be submitted to the Division of Graduate Studies, to be forwarded to the Graduate Curriculum Subcommittee for consideration.

Procedure

- Change in course prefix, number, or title; course description and/or catalog copy; and new course proposals must be submitted to the Graduate Curriculum Subcommittee, via DGS, for approval on the proper forms.
- The committee chair will invite the program representatives to be present during the first reading of their proposal.
- The committee's action ("Approved," "Denied," or "Deferred") is recorded in the official committee minutes. A request for more information usually accompanies a "Deferred" recommendation.
- If denied or deferred, the proposal may be revised and resubmitted for further consideration.
- Questions or concerns regarding proposals may be addressed to the college/school's representative on the committee, the committee chair, or the dean in the Division of Graduate Studies.
- A list of committee members and minutes of the Graduate Curriculum Subcommittee are available at the [Office of the Academic Senate's website](#).

Tips

You can help expedite the approval process by avoiding the following pitfalls:

- incomplete or incorrect forms,
- catalog copy changes not included or incorrect,
- missing signatures,
- proposals waylaid along the way to DGS, and/or
- course syllabus does not follow university template/policy, or CSU guidelines.

Further Tips

- Careful review at the department and college/school levels greatly facilitates the approval process.
- When in doubt—ASK! The Division of Graduate Studies is here to help!

WRITING REQUIREMENT

If changes are proposed in the Writing Skills Requirement, please submit the complete program policy that complies with the current policy, along with the "Graduate Program Catalog Statement Revision Request" form to DGS by the published fall or spring deadline.

NEW DEGREE PROGRAMS

The precise degree of the graduate coordinator/director's involvement with proposals for establishing new programs, including new degrees, options, emphases, concentrations, or Certificates of Advanced Study (CAS), will vary from program to program. For your general information, a basic outline of paperwork and procedure as well as useful advising tips is offered here.

Paperwork

Varies by request. Please contact the Division of Graduate Studies (DGS) for information and assistance. Forms are available online in the [Faculty section](#) of our website under "Proposing New Programs."

Deadlines

Varies by request. Please contact the DGS for information.

Procedure

- All new program proposals (degree, option, emphasis, concentration, or CAS) must be approved by the University Graduate Committee and other entities on campus.
- Before proposing a new degree, option, emphasis, concentration, or CAS, the department(s) should meet with the graduate dean to discuss the procedures and strategies for new program proposals.
- The department should forward proposals to the DGS to be placed on the University Graduate Committee's agenda.
- The University Graduate Committee chair will invite program representatives to be present during the preliminary discussion of the proposal.
- The committee chair will send a memo informing the program of the committee's action.
- The request, if approved, will be forwarded to other appropriate Academic Senate committees and placed on the agenda or the Consent Calendar by the Executive Committee of the Academic Senate.
- If approved by the senate, the request will be forwarded for the provost's and the president's signature.
- As needed, the request will be forwarded to the Chancellor's Office for approval.

Tips for Proposals

- Work in cooperation with the department faculty.
- Secure the support of the department chair and college/school dean prior to preparing proposal.
- Start early.
- Early in the process, consult with other departments that you plan to collaborate with or whose courses you plan to list as requirements or electives, or who offer related coursework. Secure letters of support for your proposal from potentially affected departments.
- Expect the process to take longer than you would prefer.

TEACHING ASSOCIATES/GRADUATE ASSISTANTS

Teaching Associateships (TAs) and Graduate Assistantships (GAs) provide part-time university employment for graduate students, offering professional growth opportunities through teaching and nonteaching experiences.

Required Paperwork

Review the classification standards to determine the appropriate assignment. All appointments as a Teaching Associate or Graduate Assistant must be made using one of the following methods:

- 1) open hire where a recruitment was posted using eRecruit;
- 2) the student is under an existing advising relationship with a faculty member;
- 3) the position was used to fulfill a commitment of support made to a student at the time of admission.

For procedures and forms visit the Faculty Affairs [website](#) or contact Academic Personnel at 278-3027.

Required:

- Recruitment (if an Open Hire)
- Application
- Appointment Notice
- Evaluation Criteria
- Duties Form

Eligibility

The student must

- be currently enrolled in at least 6 units of graduate study in the department where the teaching associateship/graduate assistantship is to be held,
- be at least conditionally classified in the discipline,
- be making significant progress toward the degree each semester,
- have a 3.0 minimum grade point average, and
- have an approved assignment (*note the limit of six WTUs or 20 hours/week*).

Procedure

After determining the appropriate classification:

- Prepare an appointment notice – BEFORE APPOINTMENT BEGINS
- Appointment notice is processed for signatures with attached evaluation criteria
- Supervising faculty member completes Duties Form

Classification Standards, Forms, and procedures can be found [online](#).

Further Procedural Tips

- For approved assignment guidelines, see Classification and Qualifications Standards of the Trustees of the State of California (available from the APM 311-312).
- For further details on eligibility and procedure, consult the full Policy on Teaching Associates and Policy on Graduate Assistants (APM 311-312).

DOCTORAL DEGREES

Doctoral programs are expected to adhere to the same regulations, standards, and procedures as the graduate degree, except where special arrangements or modifications have been agreed to. Under the Master Plan for the State of California, the doctoral degree may be awarded jointly with the University of California or with one or more independent institutions of higher education, provided that the proposed doctoral program is approved by the California Postsecondary Education Commission. One exception has been made for the Ed.D. in Educational Leadership.

For comprehensive policies and procedures pertaining to the Doctoral Program in Educational Leadership, doctoral students should refer to the Doctoral Program Guidelines, available from the [program's website](#)

CERTIFICATE OF ADVANCED STUDY

The Certificate of Advanced Study (CAS) is the only university-recognized graduate certificate. Advanced certificate programs include no less than 12 semester units and normally do not exceed 16 semester units of study. These programs are either “free-standing” (developed in an area of advanced study where the university does not offer a related graduate degree) or “supplementary” (programs where the university offers a related degree). For complete information on developing certificate programs, see “Certificates of Advanced Study Programs Policy and Procedures” (available in the DGS office and on the [DGS website](#)).

CAS structure varies with each program, but all must include a coherent set of postbaccalaureate academic courses, with possible related non-course assignments such as workshops, fieldwork, and practice. There is no culminating experience (thesis or project).

Eligibility Criteria

Students seeking the CAS are expected to meet established admission requirements for the Division of Graduate Studies. See “[Admissions](#)” (in this handbook).

Admission Paperwork

- Graduate/Postbaccalaureate Application for Admission submitted online through www.csumentor.edu
- Standardized test scores (GRE, MAT, GMAT, TOEFL, etc.), if required
- For continuing postbaccalaureate students: “Add or Change Graduate Degree or Certificate of Advanced Study Objective” form, available at the DGS office and online via the “[Forms](#)” link on the DGS website
- Additional CAS program information as requested by department

Note: Applicants to certificate programs are admitted to Classified Postbaccalaureate Standing. Classified Graduate Standing is reserved for students admitted to graduate degree programs.

Program Paperwork

After completing one semester of coursework, the CAS student must file a “Proposed Program for the Certificate of Advanced Study” form (available at the DGS office and online via the “[Forms](#)” link on the DGS website) with the DGS Office. In this program, the following conditions apply:

- A minimum of 12 approved postbaccalaureate semester units (upper division 100-series, graduate 200-series, and professional 300-series courses), with not less than 50% of the total units in 200-series courses.
- Traditional letter grades only
- Courses taken through regular or extension enrollment at California State University, Fresno only; transfer work is not acceptable
- A minimum of 9 units must be unique to the CAS program (coursework not used toward the completion of any other previous, planned or concurrent degree/program). Beyond this, other graduate-level units may be double counted with prior permission of the graduate program.
- Courses older than 5 years will not apply
- Changes made to the approved program require filing a “Program Adjustment Request for the CAS” (available at the DGS office & online via the “[Forms](#)” link on the DGS website).

The “Application for the Award of the Certificate of Advanced Study” (available at the DGS office and online via the “[Forms](#)” link on the DGS website) must be filed within the first two weeks of the semester or term in which the program is to be completed. The following conditions apply:

- Coursework must be completed within a 5-year time limit
- A minimum grade point average of 3.0 (“B” average) must be obtained
- Grades below a “C” and grades of “I,” “RP,” or “RD” do not qualify toward the CAS program.

Deadlines

All deadlines pertaining to graduate degrees apply to Certificate students. Graduate deadlines are posted on the “[Dates & Deadlines](#)” section of the DGS website.

Awarding of the Certificate

Upon satisfactory completion of the certificate program per the above conditions, the Certificate of Advanced Study is awarded to the student and is posted to the student’s transcript. All certificates are issued by the program departments.