

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

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California State University, Fresno
5241 North Maple, TA51
Fresno, CA 93740-8027

Location: Thomas Administration Building, Room 130
Web site: www.csufresno.edu/gradstudies
Phone: (559) 278-2448
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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. This Handbook is also online at www.csufresno.edu/gradstudies/handbook. The online version of the Handbook is updated more frequently than the print copy

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 that reads "Karen T. Carey". The signature is written in a cursive, flowing style.

Karen T. Carey, Dean
Division of Graduate Studies

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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 will need to stay current on policies and procedures relating to graduate education.

The following is a general overview of the graduate coordinator/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 to be 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; and
- handle graduate student petitions and appeals, lead graduate program planning and curriculum development, and coordinate program review and assessment.

Important: The Graduate Program Coordinator/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 Web site).

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 are including 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. Current committee members are listed on page A-2 of the electronic version of the handbook, “Procedures & Guidelines for the Graduate Coordinator/Director”: <www.csufresno.edu/gradstudies/handbook>.

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. Current designees can be found on page A-3 of the electronic version of the handbook, “Procedures & Guidelines for the Graduate Coordinator/Director”: <www.csufresno.edu/gradstudies/handbook>.

**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, 226-2, "Policy on Graduate Faculty Groups for Graduate Degree Programs" (for graduate faculty) and 227-1 — 227-2, "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 and associate dean, along with their 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” (Section B of this handbook) for further information on hours, phone numbers, and 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/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 at <www.csufresno.edu/catoffice>.

*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 Web site: <www.csufresno.edu/aps/apm/apm.html>.)

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.

*Guidelines for Thesis
Preparation*

The Graduate Division publishes *Guidelines for Thesis Preparation*, which is available for purchase in the Kennel Bookstore or electronically (no charge) from the Thesis Office Web site: <www.csufresno.edu/gradstudies/thesis/>.

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 for 75 years! 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 (ePubs) 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. A personal copy of this guidebook is mailed to all newly admitted graduate degree students each semester. It is also available online at the DGS Web site 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. Because the *Thesis Review* is an electronic document, it also contains hyperlinks to thesis abstracts and Division of Graduate Studies Web pages featuring the accomplishments of our graduate students.
- 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 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 Steve Nasse <stephenn> in our office.

DGS Web Site

The Division of Graduate Studies Web site 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 Web site 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) Web site: <<http://training.csufresno.edu>>.

Useful Web Sites

Financial Assistance (Fresno State):
<www.csufresno.edu/finaid/>

Academic Policy Manual (APM):
<www.csufresno.edu/aps/apm/apm.html>

Mentoring guidebooks:
<www.rackham.umich.edu/downloads/publications/Fmentoring.pdf>

Program assessment:
<www.csufresno.edu/irap/assessment/index.shtml>

Standardized testing sites: <www.csufresno.edu/testing>

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

**Useful info
to give students**

Career Center: job search <www.csufresno.edu/careers>

Chart Your Course to a Master's Degree (DGS's student guidebook):
<www.csufresno.edu/gradstudies/epubs/guidebook.pdf>

College and University Information: <<http://www.petersons.com>>

Electronic application to the university: <www.csumentor.edu>

FAFSA application: <www.fafsa.ed.gov>

How To Get the Mentoring You Want: A Guide for Graduate Students At a Diverse University:
<www.rackham.umich.edu/student_life/publications>

Where to apply for further graduate schooling:
<www.gradschools.com>

Scholarship Web Application:
<www.csufresno.edu/scholarships>

CAMPUS RESOURCES

The deans 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. Extended office hours are in effect. 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

Karen T. Carey, *Dean*, karenc

Dianne K. Dickerson, *Associate Dean*, dianned (Until 10/25/09)

Helen Martinez, *Administrative Analyst/Specialist*, helenma

Location, Thomas Administration Building, Room 130
Phone/Fax, 5241 North Maple, M/S TA51
Hours Fresno, CA 93740-8027

Phone: (559) 278-2448 — Fax: (559) 278-4658

Office hours: M-Th: 7 a.m. - noon; 1 p.m. - 6 p.m.

Fri: 7 a.m. - noon; 1 p.m. - 5 p.m.

Summer office hours (approx. from end of May to mid-August): M-F: 7 am - noon, 12:30 - 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 Admissions, Classification, Advancement to Candidacy, Evaluation, and Degree Clearance

Marcee Varela, *Graduate Evaluations Coordinator*, marceev, 278-2448
Coordinator for the Advancement to Candidacy process, program adjustments, graduate degree evaluation and clearance, advanced certificate evaluation and clearance, course validation, letters of certification

Misty Brazill, *Graduate Evaluator*, mistyb, 278-2448
Degree and advanced certificate evaluation and clearance, course validation, Program Adjustment requests for those who have applied to graduate, letters of certification

Special Admissions, Classification, Advancement to Candidacy, Evaluation, and Degree Clearance (continued)

Georgette Mello
Graduate Evaluator
georgett, 278-2448

Special Admissions, educational leaves, probation, disqualification, changes of graduate degree/credential objective, retroactive withdrawals, classifications, and petitions of Advancement to Candidacy (alpha section M-Z)

Rachel Sunahara
Graduate Evaluator
rachell, 278-2448

Petitions of Advancement to Candidacy (alpha section A-L), Program Adjustment Requests, classifications, initial evaluation of degrees and advanced certificates, verification of Teaching Associate and Graduate Assistant eligibility

Thesis/Dissertation Review, Publications, and Committee Assignments

Chuck Radke
Thesis Consultant
cradke, 278-2418

Thesis and dissertation review and final approval, Outstanding Thesis Award, *Guidelines for Thesis Preparation*, Graduate Division publications, communications, and student/faculty professional development

Steve Nasse
Assistant to the Thesis Consultant
stephenn, 278-2418

Thesis format review, binding and distribution of theses and dissertations, database maintenance, resource technician, Webmaster, graduate faculty database, GradInfo Listserv, Graduate Division publication updates

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

Louise Neal
Special Projects Coordinator
lneal, 278-2448

Assistant to the Associate Dean, assessment and program review, fellowships, scholarships, California Pre-Doctoral Program, special programs, course and curriculum, undergraduate petitions to enroll in graduate courses, graduate academic overload petitions

Marco Diaz
Graduate Recruitment and Retention Event 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, and marketing activities

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

Graduate Admissions Office

Joyal Administration Building, Room 121, M/S JA57

www.csufresno.edu/are/grad_admin

Martha Shears, marthash, 278-4073

Linda Lazalde Herrera, lindala (A-L student files)

Debbie Pichado, dpichado (M-Z student files)

Admissions - International

Thomas Building, Room 103, M/S TA56

www.csufresno.edu/issp/internationaladmissions, 278-2409

Jennifer Hernandez, jehernandez (A-H student files)

Lisa James, lijames (I-O student files)

Alicia Montejano, aliciam (P-Z student files)

American English Institute (AEI)

Lab School, Room 130, M/S LS74

www.csufresno.edu/AEI

Margery Toll, margeryt, 278-2097

Campus Information Systems (CIS)

(for PeopleSoft access)

2743 E Shaw Ave., Suite 120 M/S OF113

Gary Hensley, ghensley, 278-6124

Career Services Center

Thomas Administration, Room 103, M/S TA61

www.csufresno.edu/careers

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

Rita Bocchinfuso-Cohen, Director, ritab

Daryl Fitzgerald, dfitzgerald, 278-2381– Employer Relations/Recruitment
Coordinator

Adrian Ramirez, adrianr, 278-5058–Career Development Counselor

Aleta Wolfe, aletaw, 278-2381–Career Experience Counselor

International Student Services and Programs (ISSP)

Joyal Administration Building, Room 211, M/S JA56

www.csufresno.edu/issp

Lucia Hammar, Director, lhammar - 278-2782

TERMINOLOGY

ADMISSIONS

Graduate Standing

Conditionally Classified The applicant granted conditionally classified graduate standing has

- been admitted to the university
- not yet satisfied all program admission requirements.

Classified The applicant who has been granted classified graduate standing has

- 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” [Section F in this handbook] for particulars.)

Postbaccalaureate Standing

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

PROGRESS TO DEGREE

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 Web site, just click on the “Forms” link.

PROGRESS TO DEGREE (Continued)

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. To maintain the required enrollment, students must enroll in Graduate Studies Continuation through Continuing and Global Education (Extension) or in GS 299C (Regular University Enrollment).

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

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, Web site, or phone. On a weekly basis, 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 that inquired about your program, as well as those who have applied to your program. Please go to <http://training.csufresno.edu>, then click on "+PeopleSoft" for information on how to generate this report.

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. Again, the DGS sourcebook, *The Mentoring Relationship in Graduate Education*, is a helpful resource in this regard for all graduate program faculty. 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 them 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” (Section E of 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 Learning Resource Center, Disabled Student Services) for meeting their special 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.

See <www.csufresno.edu/scholarships/>.

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. For more information, go to <www.csufresno.edu/studentaffairs/programs/financialaid/studentpages/Loans/>.

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.

Loans and Grants (continued)

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 Web site:
<www.csufresno.edu/studentaffairs/programs/financialaid/studentpages/Loans/emergency.shtml>.

Tuition Waivers (International 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 international students. Faculty members nominate candidates 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 your 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 <www.csufresno.edu/issp/internationaladmissions/fees/index.shtml>.

Application and Eligibility

- Application varies with the type and source of financial aid. Students may be directed to the university's Financial Aid Office Web site, <www.csufresno.edu/studentaffairs/programs/financialaid> for specific information, or they may consult the DGS Web site 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 and our Web site.

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. (Click on “Financial Aid” on the DGS Web site for information).

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 \$2,600, are based on successful participation in the McNair program. See <www.csufresno.edu/mcnair>.

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 student stipends up to \$1,000 each, 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).

Scholarships/Fellowships/Grants (cont.)

Robert and Norma Craig Graduate Fellowship

These fellowships, awarding student stipends up to \$1,000 each, 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

Note for 2009-10: Due to budget cuts, this program is not currently being funded.

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 Merit Awards

Graduate Student Research and Creative Activities Merit Awards in amounts up to \$1,000 are available on a competitive basis. The merit and scholarship of a student's proposed thesis, dissertation, or project requirement is the major consideration for these grants. See the "Financial Aid" section of the DGS Web site.

Chancellor's Doctoral Incentive Program

The Chancellor's Doctoral Incentive Program (CDIP) 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 Web site 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 grad 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 office award brochures and announcements for currently offered scholarships, awards, and fellowships on the DGS Web site (Click on the “Financial Aid” button).
- The university’s Financial Aid Office Web site:
<www.csufresno.edu/studentaffairs/programs/financialaid>
- 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 Web site.

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 (p. F-7) for admission guidelines relating to all international applicants

THE ADMISSION CYCLE (DOMESTIC)

Students may check the status of their admission at My Fresno State, <http://my.csufresno.edu>

- 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. In addition to being able to look up this information online, the original transcripts will be 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, <<http://training.csufresno.edu/PeopleSoft.asp>>. 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 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 two-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 Web site 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, F-11. 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 Web site.

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 is 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 is online <<http://training.csufresno.edu/PeopleSoft.asp>>, or may be handled by the Graduate Admissions office in group and individual settings.
- Paper admissions for continuing students that want to change majors is handled by the Division of Graduate Studies. Refer to Change of Degree Objective, p. F-14 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 and according to the appropriate admissions area (University Admissions (paper or 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 Web site.

- International applicants should apply online at <www.csumentor.edu>. *Note:* International applicants who need a paper copy of an application mailed to them may request one by contacting International Admissions at <intladm@listserv.csufresno.edu> or (559) 278-2409.

Required Applicant Paperwork

- Nonrefundable application processing fee of \$55.00.
- Official records: transcripts or mark sheets and degree certificates or diplomas. Official records bear the signature of the registrar or another academic official and either a raised or ink stamp or seal of the issuing institution.

Note: Certified copies and notarized documents are not acceptable.

- 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.
- 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.

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 a bachelor’s or other degree program representing a minimum of 16 years of schooling with at least 12 years at the elementary and secondary school level.

Specific qualifying degrees include the following:

Australia, Canada, New Zealand, South Africa: Honours Bachelor’s degree, requiring at least four years with a minimum of First Class or Second Class (Upper Division).

Eligibility Criteria (continued)

Baltic and East European States, former Soviet Republics: Diplom or Diploma, Inżynyr, Magister, Oklével requiring four to five years of postsecondary study.

Bangladesh, Burma, India, Nepal, Pakistan: Bachelor's degree in architecture, engineering, forestry, technology, or a graduate degree in a nontechnical field.

Central and Latin America, Mexico, Portugal, Spain: Licenciado or Professional title or degree. Pasante status does not meet requirements.

Denmark, the Netherlands, Norway, Sweden: Kandidatus, Candidatus, Kandidaat, Doctorandus (drs.), Sivilingenjör, Ingenior, or Högskoleexamen.

France or French-patterned Universities: Diplôme, Maîtrise, or title of Ingénieur.

Germany: University Diplom or Magister Artium. Check with Graduate International Admissions.

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, 213 on the computer-based TOEFL, or 80 on the Internet-based TOEFL for graduate students (some programs may require a higher score); 537 (203, computer-based or 80, Internet-based) for students pursuing a second bachelor's degree (see Standardized Testing, p. F-11). An International English Language Testing System (IELTS) score of 6.5 is also acceptable.

Note: Applicants whose application to the university meets general academic eligibility criteria, but not the minimum TOEFL score, can be offered admission to our American English Institute, for up to one year. At the end of the English language program, the student will reapply to the university and program.

Deadlines

Application, test scores, and official academic documents should reach the International University Admissions Office at least six months before the semester for which admission is desired (spring applications begin August 1, fall applications begin October 1).

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 (278-2782). Their Web site is <<http://www.csufresno.edu/issp>>.

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, Social Work, Spanish, and Special Education. Also, the tests are not required for applicants to the advanced certificates in Composition and TESOL.

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 Web site <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 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).

STANDARDIZED TESTING (continued)

- 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 the 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 Division of Graduate Studies and 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, Thomas Administration Building, Room 130 and on the DGS Web site.

Denied postbaccalaureate students who seek information on the special admission process to programs other than a graduate degree, certificate of advanced study, or credential should contact the Graduate Admissions Office, Joyal Administration Building, room 121, 559-278-4073.

SPECIAL ADMISSION (continued)

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 form.

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

SPECIAL ADMISSION FOLLOW-UP

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

Procedure

After semester grades are posted, the evaluator in the Division of Graduate Studies analyzes academic records of special admission students.

Failure to meet special admission conditions will result in the student's being placed on Administrative Academic Probation (see also Grading/Academic Credits)

Notification will be sent to the student and graduate coordinator/director.

BREAK IN ENROLLMENT — READMISSION OF RETURNING STUDENTS

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

- One semester break Full application (csumentor.edu)
no application fee
- More than one semester break Full application (csumentor.edu)
plus application fee

CHANGE OF DEGREE OBJECTIVE

Continuing students wanting to change from unclassified (“undeclared”) status to a specific degree program, 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 any new application to the program concerned.

Required Student Paperwork

- “Application to Add or Change Graduate Degree or Certificate of Advanced Study Objective,” available at the DGS office or on the DGS Web site 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 GPA on the last 60 units or post-baccalaureate units completed.
- If required, must have completed the required standardized test (GRE, MAT, or GMAT). International students must have 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 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.

CERTIFICATE OF ADVANCED STUDY PROGRAMS

Requirements vary with each program. See also *Program Admission*, F-4. The following policies apply to all programs:

- Standardized tests, if required.
- Double counting of units on graduate degree program and the certificate may be allowed, but is limited.
- Those pursuing only the certificate program are ineligible for awards designed for graduate degree students.
- Application deadlines for the awarding of the certificate are the same as for graduate degree applicants. A separate application form is needed (see “Application for the Award of the Certificate of Advanced Study”) in the “Forms” section of the DGS Web Site. The form is also available from the Division of Graduate Studies office.

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 market-ability.

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.

CONTINUOUS ENROLLMENT

All graduate degree students must maintain continuous enrollment from their initial point of enrollment in their graduate program. A full course load is encouraged in order to facilitate a timely completion of the degree.

Initial enrollment for project (298) and thesis (299) occurs in the departmental office. During the time that students are working toward completion of their culminating experience, when and if they have enrolled in all course units, they are expected to maintain enrollment by enrolling in zero units. There are two types of zero-unit enrollment. Registration procedures for each are as follows:

Enrollment in Zero Units through Division of Continuing and Global Education (CGE) (GS Continuation):

Students who choose Graduate Studies (GS) Continuation through the Division of Continuing and Global Education (CGE) should go to the Division of Graduate Studies, Thomas Administration Building, Room 130, by the second week of the fall or spring semester or third week of the summer to have their eligibility verified ("Petition of Advancement to Candidacy" and "Thesis (299)/Dissertation Committee Assignment" [for thesis students] forms on file). After obtaining the appropriate paperwork, students go to the Division of Continuing and Global Education (CGE) office, Education Building, Room 130, and pay the registration fee of \$227.00 (amount subject to change).

Enrollment in Zero Units through University Enrollment (GS 299C):

Students enrolling in GS 299C should follow the instructions for registration in the *Class Schedule*. These students must also go to the Division of Graduate Studies to obtain the class and permission numbers and have their eligibility verified prior to their assigned registration date and time. International Student Services and Programs has indicated that international students may fulfill the continuous enrollment requirement only through GS 299C in the fall or spring semesters.

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.

Upon the recommendation of the student's advisor and with an evaluation by the course instructor, the graduate dean may certify the following as meeting the full-time requirement with a study load of less than 12 weighted units: thesis (299), project (298), and the comprehensive examination and enrollment in zero units (GS Continuation or GS299C). In such instances, an evaluation will be required to demonstrate that the hours of study equate to full time study.

FULL TIME VS. PART-TIME ENROLLMENT

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

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

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

- Part-time:
 - 3/4 time 9-11 1/2 equivalent units
 - 1/2 time 6-8 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.

Students enrolled in zero units (GS Continuation or GS 299C) may need to verify their possible qualification for full- or part-time status. Coordinators/directors should direct such students to the DGS Office, where appropriate paperwork is available. (See "Student Status of Enrollment in Zero Units (GS Continuation) Verification Request," via the "Forms" link on the DGS Web site.)

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 from the Dean of Graduate Studies.

- Students must submit a “Planned Educational Leave” request form to the Division of Graduate Studies for recommendation. (Forms are available from Joyal Administration Building, Room 106; the Division of Graduate Studies; or online at <www.csufresno.edu/are/forms.htm>.)
- 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.

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” [Section I of 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.

REQUEST FOR RECORD ADJUSTMENT

The university does recognize that on rare occasions students will experience exceptional situations which 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).

Form is available at the Admissions, Records & Evaluations Public Contact Windows or online at <www.csufresno.edu/are/forms/>.

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 Admission and Records Office, Joyal Administration Building, Room 106.

Decisions will be sent to students approximately ten 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 portal (MyFresnoState) 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” (available online via the “Forms” link on the DGS Web site).
- *If transfer work is listed on the petition:* Course description and graduate degree program description demonstrating that the course could have been used toward the 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 transfer work (on file in the Office of Admissions and Records at Fresno State).

Eligibility Criteria

The student must have

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

Deadlines

- The sixth week of the semester prior to the term in which a student registers for the culminating experience, and/or applies for the graduate degree to be granted. Consult the *Class Schedule* or the “Dates & Deadlines” section of the DGS Web site for exact deadlines.

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 and/or 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, and lower division courses 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 (number of program units, divided by 3.33) may apply toward a 30-unit graduate degree.

OTHER DEPARTMENTAL REQUIREMENTS

As graduate coordinator, you will need to indicate 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)
Date 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 and online via the “Forms” link on the DGS Web site.

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 Web site.

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 Web site) during the registration period.

COURSE VALIDATION

Course validation determines subject currency 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 Web site).

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 Web site; 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/director’s signatures; and return the form to the Division of Graduate Studies Office.

Advising Tips

- 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.

GRADUATE STUDENT PETITIONS (General)

Graduate or postbaccalaureate 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*, 247-1 – 247-4. (The Graduate Academic Petitions Committee is charged with reviewing and adjudicating such petitions; committee policies and procedures can be found in the *APM*, 248-1 – 248-3.)

GRADING/ACADEMIC CREDITS

ADMINISTRATIVE ACADEMIC PROBATION (AAP)

Graduate students are automatically placed on AAP by the university system when their cumulative 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.

Required Paperwork

- Graduate Program sends a letter to the student outlining reasons for AAP with a copy to the DGS office.
- DGS office will update PeopleSoft system to AAP. Administration Academic Probation notation is placed on student's transcript.

DISQUALIFICATION

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.

Students who do not meet the above criteria will be placed on Administrative Academic Probation (AAP). Effective Fall 2007, students who are placed on AAP for any two semesters will be disqualified from the university.

ACADEMIC DISQUALIFICATION

Graduate students are automatically disqualified by the university system when their postbaccalaureate GPA falls below 2.00. Graduate students who are placed on AAP (Administrative Academic Probation) for any two semesters will be disqualified from the university. Unlike undergraduates, 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 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.

ACADEMIC DISQUALIFICATION (Cont.)

- 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 letter (including conditions if approved) will be sent to the student by graduate program coordinator/director with a copy sent to the Division of Graduate Studies. 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 coordinator/director 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 cumulative 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” and not the Special Admission process.

PROGRAM DISQUALIFICATION

Graduate Programs may request that students be disqualified from graduate programs for other reasons not related to GPA.

Required Paperwork

- Graduate program sends 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. “CR/NC graded only” coursework is identified by classnote 14 in the *Class Schedule*.

- 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 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; and
- 300-level courses may not be used to satisfy requirements toward the graduate degree.
- 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” [Section F of this handbook])
- For achievement of Classified Standing, a minimum 3.0 postbaccalaureate GPA is required.
- For Advancement to Candidacy, a 3.0 minimum on all coursework listed on his or her “Petition of Advancement to Candidacy.” No courses with grades below “C” may be listed on the student’s 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 Web site, <www.csufresno.edu/are/forms.shtml>). 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 ARE office, Joyal Administration Building, room 106. 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 Web site 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 and Ed.S. 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 enrolled each semester while working on their project, examination, or thesis (see also Continuous Enrollment, p. G-1).
- 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 Web site.)

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. The form indicates the grade for the project assigned by the committee for the enrolled project units. (See "Graduation" [section L of 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 Web site.)

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).

Be sure to set early dates for completion and submission of projects in order to ensure full 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,” which you can find in full on the “Thesis” section of the DGS Web site. 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. In addition, Division staff will post library-bound project abstracts to the DGS Web site in a compendium similar to the Thesis Review, which profiles the work of thesis students.

Faculty and students who wish to have a project eligible for binding must complete and sign a form (available from the “Thesis” section of the DGS Web site) attesting that the project meets required standards of scholarship, format, and style of the university and the student’s program. This form will also require the signed endorsement of the program’s graduate coordinator.

Students may submit an endorsed project anytime 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.

Library-Bound Projects (continued)

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 Web site). 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.

Paperwork (continued)

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 Web site.

- For a third, off-campus committee member, a curriculum vita or resume must be submitted with the TCA 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 Web site) 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 at <www.csufresno.edu/humansubjects/>.
 - 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. 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” [Section L of this handbook] for complete discussion).

Deadlines

- Final thesis draft: Approximately seven weeks before last day of classes. (Consult the *Class Schedule, University Catalog*, or the “Dates & Deadlines” section of the DGS Web site for exact dates.)
- Publication copy: Date assigned by thesis consultant, after review of final draft.

Procedure

- Thesis format must follow the university *Guidelines for Thesis Preparation* (available from the Kennel Bookstore, lower level, or electronically from the “Thesis” section of the DGS Web site).
- Theses are submitted to the Graduate Division in two stages: initial review by the thesis consultant (final draft) and clearance review of the corrected final copy for binding (publication copy). By signing the approval page in both submissions, 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 Web site for “Thesis Committee Policy and Procedures.”)
- When approved for quality, format, and style, the graduate dean signs off on the Publication Copy approval page.
- In order for the thesis consultant to grant final thesis clearance, students are required to have submitted the following:
 - The filled out, signed ProQuest (formerly University Microfilms [UMI]) form (part of Thesis Office paperwork given to students at time of final draft submission);
 - Thesis fees form with the imprint from the University Cashier showing payment of fees for thesis microfilming, binding, and UMI (ProQuest) processing; and the optional copyrighting and mailing.
 - Three copies of the laser-printed thesis: one for the department, one for the library, and one for microfilming. *Note:* The Kennel Print and Copy Center and the Thesis Office will handle copying and processing, after fee payment.
 - “Permission to Publish Copyrighted Material” form(s), as applicable (available from the “Thesis” section of the DGS Web site).
- 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.
- Faculty and staff should advise students to attend a thesis workshop as soon as possible after registering for thesis units in the department (workshop schedules are announced at the start of each semester).
- Students should be directed to the Thesis Office Web site, which has a number of indispensable resources designed to assist students through the thesis process <www.csufresno.edu/gradstudies/thesis>.
- Thesis support is available from the Thesis Office in the Division of Graduate Studies. A thesis typist/formatter list is offered upon request and a thesis template and video tutorials on using the template are available from the “Thesis” section of the DGS Web site. Class and group lectures may be arranged by calling the thesis consultant (ext. 2418).
- Students should inform the thesis consultant about their plans for the semester/term of their thesis submission and expect to be present for the review of both the final draft and the publication copy. 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

Eligibility Criteria

Students writing a dissertation for the Doctoral Program in Educational Leadership must have an approved “Advancement 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 (see pp. K-5 – K-6).

Deadlines

- Final dissertation: See the DPELFS Web site for submission dates annually.
- Publication copy: Date assigned by thesis/dissertation consultant after review of final draft.

THE DISSERTATION (continued)

Procedure

- Dissertation format must follow the program's Format and Evaluation Guidelines for Dissertation Preparation, available from the DGS Web site: <<http://csufresno.edu/gradstudies/dissertation/>>.
- The remaining procedures for dissertation submission and review will follow those for thesis students listed on p. K-7 of this handbook.

Advising Tips

- See "Advising Tips" for thesis (p. K-8).

GRADUATION

Students must have a graduation application on file in the Division of Graduate Studies in order to graduate. 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 Web site a couple of weeks prior to the semester/term 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 Web site).

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, the first two weeks of the fall and spring semesters, or the first three weeks of the summer semester; consult the *Class Schedule* or the “Dates & Deadlines” section of the DGS Web site 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. Your signature as coordinator/director is required.
- Graduation in the summer is optional, based on the availability of the student’s faculty.

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.

Procedure (Continued)

- The graduate evaluator reviews applicants' files to determine completion of all requirements and clears all degrees. Transcripts showing degree granted are available after this point only. (See "Proof of Degree Granted" below.)

Advising Tips

- Students must be advanced to candidacy prior to their application 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 Graduate Degree Hooding Ceremony is held once a year, in the spring, for previous summer and fall graduates and spring applicants.
- Students whose graduation in the subsequent summer term is guaranteed and who wish to participate in the spring Hooding Ceremony may do so upon written request from the graduate coordinator/director to the graduate dean.
- Information regarding the Graduate Degree Hooding Ceremony is available to all eligible students on the DGS Web site in April. Your participation as graduate coordinator/director is welcomed.

DISTINCTION

Graduate coordinators/directors may inform students who are graduating with distinction (3.9 or higher on all coursework listed on the approved degree program) 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 degree has been posted. Proof of degree granted is available as follows:

- **Transcripts**

Transcripts with the graduate degree posted are available upon clearance of the degree by the evaluator. 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 Window in Joyal Administration Building or the transcripts Web site <www.csufresno.edu/are/forms/> to print the transcript request form. A fee of \$4.00 for the first copy, \$2.00 for each additional copy through ten.

- **Diplomas**

The Evaluations Office mails the 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 Web site is www.csufresno.edu/careers. 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 Informed Filler®.
- 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.

Deadlines

- All course and curriculum change requests must be submitted to the DGS by the announced deadlines (one in the spring and one in the fall), to be forwarded to the Graduate Curriculum Subcommittee for consideration.
- It is highly recommended that all change requests be submitted by the spring deadline to ensure approval by the catalog deadline, the beginning of November.

Procedure

- The Division of Graduate Studies (DGS), with Undergraduate Studies and senate committees, offers workshops on course and curriculum change. It would be beneficial for the graduate coordinator/director as well as other graduate faculty and staff to attend. Workshop dates will be announced on Gradinfo Listserv.
- 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 the 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.

Procedure (continued)

- 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 associate 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 Web site: www.csufresno.edu/senate/committees/graduate/curriculum/.

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.
- Attend workshops.
- 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 to the current policy with the "Graduate Program Catalog Statement Revision Request" form to the 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.

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 faculty concerned should attend the DGS workshop on proposing new degree programs. Workshop dates are announced on the Gradinfo Listserv.
- 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

The “Teaching Associate & Graduate Assistant” nomination form must be filed with the Academic Personnel office.

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,
- hold a minimum of conditional classified standing 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

- Nominations for appointments originate in the department.
- Nomination forms are signed by the department chair and sent to the college/school dean for signature.
- The college/school dean forwards nominations to the Academic Personnel office (M/S ML55) for initial processing.
- The student is contacted for signature on the nomination form, which is then forwarded to payroll.

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 Web site <<http://education.csufresno.edu/dpelfs/>>.

CERTIFICATE OF ADVANCED STUDY

The Certificate of Advanced Study (CAS) is the only university-recognized graduate certificate. 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).

CAS structure varies with each program, but all must include a coherent set of post-baccalaureate 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” (Section F of this handbook).

Admission Paperwork

- Graduate/Postbaccalaureate Application for Admission submitted online through <www.csumentor.edu>.
- Standardized test scores (GRE, MAT, GMAT, TOEFL, etc.)
- 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 Web site
- Additional CAS program information as requested by department

Note: Applicants to certificate program 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 Web site) with the Graduate 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.

Program Paperwork (continued)

- 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 and online via the “Forms” link on the DGS Web site) to the Graduate Office.
-
- 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 Web site) 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” (formerly “SP”), 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 Web site.

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.

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