

## Graduation Information For Undergraduate Students

### 1. When do I apply for graduation for the Baccalaureate Degree?

You apply for graduation the first two weeks of the semester in which you plan to graduate. Applications are available on-line at <http://www.csufresno.edu/are/forms>

### 2. What is my catalog year?

Catalog year refers to the degree requirements that you must fulfill. See catalog for the guidelines.

*The following charts will help you visualize continuous attendance: 'X' denotes semester/year attended*

Attendance one semester every calendar year maintains your catalog year:

	2008	2009	2010
SPRING		X	X
FALL	X		

If you fail to attend at least one semester in a calendar year, then you lose your rights to your catalog year:

	2008	2009	2010
SPRING	X		X
FALL	X		

### 3. When will I be notified regarding my graduation?

Applications for graduation are processed in the order in which they are received. A letter and modified DARS report are sent to students as they are processed.

### 4. When must all requirements be completed for graduation?

All requirements/coursework must be completed by the last day of the semester in which you have applied for graduation. All grades (including Incomplete grades and RD grades) must be submitted by the document deadline.

*Note: You cannot graduate with Incomplete and RD grades. Please consult with instructor to have the Grade Correction Form submitted by the document deadline. Courses taken at other institutions must be completed by the graduation date. The transcripts must be received by the document deadline as indicated on the cover sheet of the graduation packet.*

### 5. What happens if I do not complete all my requirements the semester I apply to graduate?

If you do not complete all your requirements, you must **refile for graduation** when you plan on completing all requirements. You will be sent a notice to let you know what requirements you still have remaining.

### 6. Minors and Additional Majors.

All minors and additional majors must be completed by the graduation date. If these requirements are not completed you may:

- A. Request to have the minor or additional major deleted from your application or
- B. Withdraw your application for graduation and refile when completed.

### 7. When can I expect to receive my diploma? Do minors, second majors, and/or honors appear on the diploma?

Diplomas are typically received 3-4 months after the graduation date. Dual majors and honors do appear on the diploma, however minors only appear on your transcript.

**Questions may be directed to the Evaluations Office  
in Joyal Administration Bldg., Room 115, or Call 559.278.4076**