

**Enrollment in Graduate-level (200-297) Courses.** Enrollment in graduate-level (200-297) courses is limited to those who have been officially admitted to a graduate degree, advanced certificate, or credential program. However, there is a special program for last-semester undergraduate seniors who want to enroll in 200-level courses. All criteria listed on the Undergraduate Petition to Enroll in Graduate (200-level) Courses must be met. This petition, available from the Division of Research and Graduate Studies, should be filed prior to the semester in which the student desires enrollment in 200-level course(s).

Doctoral students should consult with the appropriate program for policies on appeals and petitions.

## **Application for the Graduate Degree to be Granted**

Students must apply for graduation at their Student Center and pay a non-refundable graduation application fee by the published deadline, which occurs approximately in the first two weeks of the semester or summer in which the work is to be completed. In addition, applicants must be enrolled. (See Continuous Enrollment.) Graduation application procedures and deadlines are available on the website at [www.fresnostate.edu/academics/gradstudies](http://www.fresnostate.edu/academics/gradstudies). Prior to applying for the graduate degree to be granted, the student should check with the graduate advisor of the graduate program concerned in order to ensure that all program requirements have been, or will soon be, completed.

Once all requirements for the degree to be granted have been met, it is the student's responsibility to ensure that all necessary paperwork, including the *Graduate Degree Clearance* form, is submitted to the Division of Research and Graduate Studies by the published deadlines. Diplomas for those completing degree requirements will be issued approximately three to four months after the end of the semester or final summer session.

Failure to complete requirements for the degree during the semester (or summer) of the application necessitates reapplication for graduation, including a reapplication fee for the term of actual completion. Such reapplication is subject to the same time schedule as the original application.

Doctoral students should consult with the appropriate program for policies on applying for the degree to be granted.

## **Continuous Enrollment**

University policy requires graduate students to be continuously enrolled through regular enrollment 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 Planned Educational Leave Request. Please see sections below for the appropriate method of continuous enrollment.

**Project Students.** Project (298) students who have enrolled in the required number of 298 units, but have not completed their project, must maintain continuous enrollment by enrolling in 298C (zero units) each semester until the awarding of the degree. Students may enroll twice in 298C with department approval. Additional registrations are not encouraged, and must be approved by the Dean of Graduate Studies. Permission and class numbers for 298C must be obtained from the department.

**Thesis Students.** Thesis (299) students who have enrolled in the required number of 299 units, but have not completed their thesis, must maintain continuous enrollment by enrolling in 299C (zero units) each semester until the awarding of the degree. Students may enroll twice in 299C with department approval. Additional registrations are not encouraged, and must be approved by the Dean of Graduate Studies. Permission and class numbers for 299C must be obtained from the department.

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

## **Time Limitations and Validation: Graduate Degree**

Exclusive of prerequisite coursework, a period of five years is allowed for the completion of all requirements for the graduate degree. This time limit is indicated for each student on the approved Petition of Advancement to Candidacy. A student whose program has been interrupted by military service should consult the Dean of Graduate Studies about provisions for military extensions. Outdated coursework will not be approved for inclusion on the Petition of Advancement to Candidacy at the time formal approval of the petition is granted. Once a student has been advanced to candidacy, courses completed more than five