

binding fee, must be submitted to the Division of Graduate Studies before the last day assigned by the thesis consultant. If printed on acid-free laser paper and with payment of the required fee, the original copy may be bound with the other copies ordered for the student's personal use.

8. Doctoral students should obtain dissertation guidelines from the degree program office.

Thesis or Project Research Involving Human Subjects and Animal Subjects. Students conducting research involving human subjects should not begin use of human subjects until written approval has been received from the departmental Human Subjects Committee and, where review demands, the University Committee on Protection of Human Subjects (CPHS). Guidelines and forms for protocols can be obtained from the departmental office or the Office of the Vice President for Administration. Students should allow at least two weeks for a required CPHS review.

Students planning to conduct research involving live animals housed on campus must receive approval of the research from the Animal Care and Use Committee. Forms may be obtained from the office of the dean, College of Science and Mathematics.

Appeals and Petitions

Graduate degree students wishing to request substitutions or modifications in a department's degree requirements should initiate their request through the department's graduate committee. Requests for exceptions to established university policies governing graduate study may be addressed to the dean, Division of Graduate Studies and also to the Graduate Petitions Committee. Grade protests must be submitted to the Student Academic Petitions Committee through the director of the University Advising Center according to university policy. Information concerning grade protest procedures and dispute resolution is available in the Office of the Dean of Students.

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 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

An application for the graduate degree to be granted (which includes the graduation fee payable at the Cashier's Window in Joyal Administration Building) must be filed within the first two weeks of the semester in which the work is to be completed. In addition, applicants must be enrolled. (See Continuous Enrollment.) During the summer, the application should be filed before the end of the third week of the first summer session. (See Academic Calendar.) Graduation application forms are available in the Division of Graduate Studies Office, Frank W. Thomas Building, Room 130, or on the website at www.fresnostate.edu/academics/gradstudies during the graduation application period. Prior to filing a request for the graduate degree to be granted, the student should check with the graduate adviser 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 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 the filing of a new application, 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.