

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 and Fees and Expenses in this catalog and the Class Schedule.) Graduation application forms are available in the Division of Graduate Studies office. 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 awarded approximately four to six 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 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. (See pages 76-77 "Planned Educational Leave of Absence" for more detailed information.) 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).

Students who choose to enroll through the Extension option and who later wish to return to regular enrollment at California State University, Fresno will be required to

reapply for admission to the university. Those who have been out of regular enrollment for more than one semester and wish to return will be required to pay an application fee, in addition to reapplying for admission. For additional information and deadlines, consult the Division of Graduate Studies. Students unable to register in person may provide a letter of permission to a "proxy," allowing the proxy to register on their behalf.

**GS Continuation (Extension).** Students who choose to enroll in GS Continuation should go to the Division of Graduate Studies office by the second week of the semester or summer term to have their enrollment eligibility verified. If determined eligible by the Graduate Division, students will be given the appropriate paperwork and will be directed to the Continuing and Global Education Office, Education Building, Room 130, to pay registration fees. Checks for GS Continuation are made payable to California State University, Fresno in the amount of \$227 (amount subject to change.)

**GS 299C (Regular University Enrollment).** Students enrolling in GS 299C through regular university enrollment should follow the instructions for registration in the Class Schedule. GS 299C enrollees must 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.

The International Students Services and Programs Office has indicated that international students may fulfill the continuous enrollment requirement only through GS 299C registration (regular university enrollment).

Doctoral students should consult the appropriate program for continuous enrollment policy information.

## **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 the Division 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 years before the date for completion of all requirements for the graduate degree cannot be used to meet total unit requirements except through validation as follows:

Out-of-date coursework may be validated only if such work has been approved previously on the *Petition of Advancement to Candidacy*. A maximum of one-third of required degree units may be validated by such means as are recommended by the department and approved by the graduate dean. Coursework from other institutions may not be validated.

The same time limitations and validation procedures noted above also apply to the completion of a Certificate of Advanced Study. The time limit for an advanced certificate is noted on the *Proposed Program for the Certificate of Advanced Study* form.

Doctoral students should consult with the appropriate program for policies on time limitations and related procedures.

## **Academic Standards for Graduate degree Programs**

All graduate students will be held to the scholarship standards listed under Academic Regulations. The following provisions also apply to graduate degree programs:

**Conditionally Classified or Classified.** Students admitted to graduate degree programs in conditionally classified or classified graduate standing are required to maintain a minimum grade point average (GPA) of B (3.0) in all postbaccalaureate work taken subsequent to admission to the program.

**Advancement to Candidacy.** To be eligible for advancement to candidacy, students must earn a minimum B average (3.0) on all coursework listed on the *Petition of Advancement to Candidacy*. No course with a grade below C may be listed on the advancement petition and apply toward the graduate degree.

Once students have advanced to candidacy, they must maintain a minimum 3.0 program GPA, which includes only coursework listed on the advancement petition.

**298 or 299 Enrollment.** To be eligible for enrollment in the project (298) or thesis (299), students must have been advanced to candidacy and must have maintained a minimum program GPA of 3.0.