



CALIFORNIA **Memorandum**

STATE
UNIVERSITY,
FRESNO

Date: November 1, 2010

To: Michael Caldwell, Chair
Academic Senate

From: Marilyn Wilson, Chair
Graduate Committee

A handwritten signature in cursive script, appearing to read "Marilyn Wilson".

Re: Zero Units

On October 26, 2010 the Graduate Committee approved the proposal for Zero Units through Global and Continuing Education. The following motion was made:

MSC to eliminate the option to register for Zero Units through Global and Continuing Education, and replace it with 1-6 units per GS299C.

Please do not hesitate to contact Chair Wilson at ext. #5129, if you have any questions.

MW/sh

Office of the
Academic Senate

5241 N. Maple Ave. M/S TA43

Fresno, CA 93740-8027

559.278.2743

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Insert #1

Criteria for Thesis and Project (2010-11 catalog, p. 510, #3)

3. Students who plan to extend their thesis or project work over more than the semester in which they first enroll must continue to register for the same number of 298 or 299 units each subsequent semester until the awarding of the degree.

Insert #2

Continuous Enrollment (2010-11 catalog, p. 511)

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 a course through regular university enrollment every semester until completion.

Project (298) and thesis (299) students who have enrolled in all courses toward the degree, including 298 and 299 units, but have not completed their culminating experiences, must maintain continuous enrollment by re-enrolling in the same number of project or thesis units each semester until the awarding of the degree. Students who have chosen the Comprehensive Examination as their culminating experience must maintain enrollment by enrolling in a minimum of 1 unit of coursework each semester until the awarding of the degree.

Students who fail to maintain continuous enrollment must reapply to the university and their intended graduate program, and pay the application fee by the admission deadline. Readmission is left to the discretion of the program.

Graduate Studies

pointments require that students maintain a 3.0 GPA, be enrolled in coursework toward their graduate degree, and demonstrate satisfactory progress toward completion of their graduate degree.

Assistants work under the direction of an assigned faculty member and assist in such functions as the supervision of laboratories or other small groups, the evaluation of student work, the preparation of course materials, or the conduct of authorized research. Assistants receive a stipend ranging from \$2,000 to \$5,500 per semester. For specific information, write to the chair of the major department.

Graduate Student Research and Creative Activities Awards*

Limited awards of up to \$1,000 are available each semester on a competitive basis to students in any academic area in the form of grants for special merit and quality scholarship of graduate student research proposals associated with a thesis or project. For further information, contact the Division of Graduate Studies, 559.278.2448.

Graduate Student Travel Grants*

Travel grants are available to graduate students who have had papers and/or posters accepted for presentation at major professional conferences or society meetings. For further information, contact the Division of Graduate Studies, 559.278.2448.

California Graduate Equity Fellowship Program*

Fellowships of up to \$4,500 are available for underrepresented graduate students who qualify. The California Graduate Equity Fellowship Program seeks to increase the diversity of students completing graduate degree programs at California State University, Fresno and encourages continuation to doctoral programs and consideration of university faculty careers. It provides fellowships for economically disadvantaged graduate students (especially those from groups that are underrepresented among graduate degree recipients in their

areas of study) and promotes faculty mentoring and research opportunities. Filing deadlines are in the spring for funding in the following academic year. Additional information may be obtained from the Division of Graduate Studies, 559.278.2448.

Robert and Norma Craig Fellowship

These fellowships, awarding student stipends of \$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. Nominations are due at the announced fall deadline, and must be jointly developed by the faculty member and the graduate student(s).

California Pre-Doctoral Program for Undergraduate and Graduate Students

The California Pre-Doctoral Program is designed to increase the pool of potential faculty by supporting the doctoral aspirations of California State University students who have experienced economic and educational disadvantages. The program provides travel funds for qualified students to visit institutions that grant the doctorate and/or attend professional meetings with a faculty sponsor. Students in the program may also be considered to participate in a summer research program at a UC or CSU campus. Additional information is available through the Division of Graduate Studies, 559.278.2448.

President's Graduate Scholars Fellowships

Each year Fresno State awards entering graduate students two President's Graduate Scholars Fellowships of \$3,500 each. President's Graduate Scholars may obtain a second year of funding if satisfactory progress is maintained. Nominees must be incoming first-semester graduate degree or doctoral students for the fall semester.

University Scholarships for Graduate Students

Scholarship applications and information for postbaccalaureate/graduate students for the fall 2009-spring 2010 academic year will only be available and accepted

online. Students may log on to <http://studentaffairs.csufresno.edu/scholarships> and click on **Scholarship Application**.

The "priority application" period for "full consideration" of scholarship opportunities has been established as October 1, 2009 through February 28, 2010; however, the application will remain on-line until May 31, 2010. This gives late applicants the opportunity to submit an application to be considered for unused scholarship funds.

Definition of Full-Time Student

Depending on the use of the term, there are several definitions of full time. *For the purpose of reporting enrollments*, graduate students taking 9 or more units are considered full time and students taking less than 9 units are considered part time.

For the purpose of financial aid (loans, veterans assistance, etc.), a full-time student takes 12 "equivalent units" wherein each graduate unit (200-level) attempted by a graduate student is considered as 1.5 units and each undergraduate unit (100-level or below) counts at face value. For example, a student enrolled for 8 units of 200-level courses would be considered a full-time student. Three-quarter time and half-time are defined to be 9 to 11.5 and 6 to 8.5 equivalent units, respectively.

Under certain circumstances, a student enrolled in zero units (Graduate Studies Continuation or GS 299C) to complete requirements for the graduate degree (including Thesis 299, Project 298, and the Comprehensive Examination) may qualify for full-time status or a fraction thereof. The Graduate Division will verify the student's appropriate status in such cases through his or her major adviser upon request from the student.

Requirement for full-time enrollment for 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 a weighting factor of 1.5 per course unit.)

* Application/nomination forms are available at www.csufresno.edu/gradstudies under the "Financial Aid" link, then "Financial Opportunities through the Division of Graduate Studies."

Graduate Studies

- d. completed any course in research techniques required by their major department;
- e. for the thesis, secured a committee (a chair and at least two other members); for the project, met individual departmental requirements; and
- f. for the thesis, secured approval of their thesis plan from the division or department graduate committee and filed an official thesis committee assignment form with the Division of Graduate Studies.

2. Enrollment in thesis units may be processed any semester after the requirements listed in [1a] through [1f] have been met or special permission for exceptions has been granted. If, however, a student fails to enroll within one semester (excluding summer sessions) after his or her official acceptance by a thesis committee, the committee chair has the option of dissolving the committee, in which case a new committee must be appointed and new forms filed before registration can be processed. A student planning to register for thesis after a break in regular session attendance must be readmitted to the university. Parallel rules apply to project enrollment.

See Insert #1

Students who plan to extend their thesis work over more than the semester in which they first enroll may select one of the following options (with the approval of their graduate adviser): (a) register in 299 each term they are working on the thesis with the number of units for each registration reduced so that the total number of units accumulated in 299 does not exceed the limit set by the department; (b) register for the total number of units of 299 in one semester and complete work in subsequent semesters under Graduate Studies Continuation, or GS 299C (regular enrollment) a zero-unit course required for enrollment purposes; (c) option "2" supplemented by GS Continuation or GS 299C when the maximum number of units is attained with the thesis still incomplete. (See **Continuous Enrollment**.) Note that students enrolled in regular session coursework for a letter grade are not required to enroll in Graduate Studies Continuation. Parallel rules apply to project students.

- 298 or
4. If work in 299 is not completed at the end of the term of registration, but is progressing satisfactorily, an *RP* (Report in Progress) grade is recorded. ~~The *RP* grade must be replaced within two years by a letter grade. The department may require the student to re-register for the course.~~ ^{Project or}
 5. The student and the thesis chair should set a deadline for completion of the final draft. This date should be early enough that the chair and the other members of the committee can clear the draft before the student must meet the thesis submission deadline established by the dean of the Division of Graduate Studies. The latter deadlines are approximately November 1 (fall), April 1 (spring), and July 1 (summer).
 6. Before a thesis is officially accepted by the Graduate Division, it must meet Graduate Division criteria on matters of format, documentation, and quality of writing. The final draft, signed by the thesis committee members as acceptable in content and form, should be submitted to the office of the Division of Graduate Studies by the established deadline (see item 5 above). This deadline has been set as late as possible in the semester to accommodate the student. Students are urged to follow meticulously the *Guidelines for Thesis Preparation* available online at the Thesis Office Web site, www.csufresno.edu/gradstudies/thesis.
 7. The publication copy of the thesis (an original for microfilming and two photocopies), signed by the thesis committee and ready for binding, together with a receipt for the binding and microfilming 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 Associate Vice President/Dean of Undergraduate Studies. 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 advising services according to university policy. Information concerning grade protest procedures and dispute resolution is available in the Office of the Dean of Student Affairs.

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 and Fees and Expenses in this catalog and the Class Schedule.) Graduation application forms are available in the Division of Graduate Studies Office, Room 130, or on the Web site at www.csufresno.edu/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 awarded 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 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 \$350 (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) in the fall and spring.

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.

After approval by the sponsoring faculty and department, the application and supporting documents are formally presented to the graduate dean. The application will then be forwarded to the University Graduate Committee for final approval. A formal application and plan of study must be filed with the Division of Graduate Studies no later than mid-term of the first semester after admission to the program. A maximum of 10 units may be applied toward the graduate degree prior to official university approval of the plan of study, at which time the student becomes classified. Students who do not meet the deadline for submission of the proposed program of study clearly stated in the conditions of admission may be subject to academic disqualification from the program. Detailed instructions for proposing an interdisciplinary degree may be found on the Division Web site at www.csufresno.edu/gradstudies/forms.

Additional Requirements for the Master of Science. At least 15 units for the M.S. in Interdisciplinary Studies must be from one of the campus colleges offering a broad range of instructional programs in science or technology-based disciplines. Typically this disciplinary range is found in colleges with three or more such programs of study. These colleges include the following: Agricultural Sciences and Technology, Engineering, Health and Human Services, Science and Mathematics, and Social Sciences. Coursework must be taken in at least three different subject areas or fields of study with no more than 12 units from any one field and not less than 6 units in each of the three areas. Two of the three fields may be from one department if the subject area content and/or professional requirements within these two fields are clearly recognized as being uniquely different.

COURSES

Graduate Studies Community College (GSCC)

GSCC 320. The Community College as an Institution (2)

Emphasis will be on faculty responsibilities in the area of curriculum content and institutional governance, including student support services and issues of retention and matriculation methods. (Formerly GSCC 220)

GSCC 321. The Community College Student (2)

Explores the cultural, sociological, economic, and political factors that affect learning and success in the community college classroom. Participants learn to recognize the factors that affect student success and to implement strategies to enhance cross-cultural understanding within classrooms. (Formerly GSCC 221)

GSCC 323. Effective Community College Teaching and Classroom Communication Strategies (2)

Examines various instructional techniques specific to the community college. Also examines the unique characteristics of the classroom as a communication context. Participants will apply theory to practice of effective lecture, discussion, and collaborative lessons. (Formerly GSCC 223)

GSCC 324. Curriculum, Instruction, and Assessment at the Community College (3)
Introduces students to fundamental theories of curriculum, curriculum development and approval processes, transfer course curriculum, and program review. Participants will learn to use and adapt assessment instruments to meet the needs of a diverse student population. (Formerly GSCC 224)

GSCC 325. Sponsored Experiences at the Community College (3)

The field experience promotes adherence to high standards of professional conduct. It also promotes effective cooperation and professional development through self-assessment and collegial interactions with other members of the profession. Participants must complete all coursework prior to being approved for field placement. (Formerly GSCC 225)

COURSES

Graduate Studies (GS)

GS 296. Interdisciplinary Colloquium (1-3)

Prerequisite: consent of coordinator. Seminar in interdisciplinary special major issues, allowing discussion with a broad-based, cross-disciplinary emphasis.

GS 298. Interdisciplinary Project (2-6)

Prerequisite: see university *Criteria for Thesis and Project*. Preparation, completion, submission, and/or demonstration of an original project appropriate to the student's area of specialization. Creativity is a prime factor. Written documentation and an abstract are required. Approved for *RP* grading.

GS 299. Interdisciplinary Thesis (2-6; max total 6)

Prerequisite: see university *Criteria for Thesis and Project*; consent of thesis chair. Preparation, completion, and submission of an acceptable thesis for the interdisciplinary graduate degree. Approved for *RP* grading.

~~GS 299C. Graduate Program Continuation (0)~~

~~For continuous enrollment while completing the culminating experience.~~

GS 300E. Topics in Graduate Studies (1-3; max total 12)

Topics related to the nature of graduate education, to the purpose and background of research and scholarly activity in the graduate enterprise, including participation in aspects of ongoing research conducted by faculty.