

EVALUATIONS OFFICE
Joyal, Rm. 115 - (559) 278-4076

Summer 2008 Graduation Information

The enclosed letter indicates your current status regarding Summer 2008 graduation. Please note the following:

1. **CONCURRENT ENROLLMENT:** Students completing concurrent work or last units toward the degree at another institution must have coursework completed by August 8, 2008, and transcripts must be received by the Evaluations Office no later than September 12, 2008.
2. **INCOMPLETE GRADES: ALL INCOMPLETE GRADES MUST BE CLEARED BEFORE A DEGREE CAN BE AWARDED.** An incomplete not made up within one calendar year after the incomplete has been incurred or graduation, whichever occurs first, will be changed to an "IC" grade. Even though a course may not be needed for your degree, the incomplete must be made up or changed to an "IC" **BEFORE YOUR DEGREE CAN BE AWARDED.** To qualify for August graduation, incompletes incurred in coursework Summer 2007 or after must be made up by August 8, 2008, and the final grade must be received by September 12, 2008.
3. **FINAL PROCESSING:** During September 2008, we will review all applications for August 2008 graduation and notify candidates of any remaining deficiencies. If your application is rejected, you **MUST REFILE** for graduation during the next appropriate filing period.
4. **DIPLOMAS/TRANSCRIPTS:** Primary and secondary majors are printed on the diploma. Completion of a minor or third major is not indicated on the diploma but does appear on the official transcript. Diplomas will be mailed to the **Diploma Address** in My Fresno State, Student Portfolio approximately six months after August 2008 graduation. After grades have been posted, official transcripts showing the degree awarded will be available at the end of August 2008. **PLEASE NOTE: DEGREES WILL NOT BE POSTED OR DIPLOMAS ORDERED FOR STUDENTS WITH FINANCIAL HOLDS.**
5. **POST-BACCALAUREATE CREDIT:** Upper division courses completed at the university during the term in which the Bachelor's Degree is granted (provided they are not needed for the degree, the student is in good academic standing at the beginning of the Fall semester and the student earned a "C" grade or better) will automatically be indicated on the student's academic record as **POST-BACCALAUREATE CREDIT.**
6. **COMMENCEMENT:** Summer 2008 graduates will be listed in the 2009 Commencement Program by the Diploma Name listed on the Degree Data Form. After March 13th, contact the Kennel Bookstore regarding cap/gown and announcement information. Any questions regarding the Commencement Ceremonies should be directed to the Kennel Bookstore Supply Department at (559) 278-4268.
7. **READMISSION:** All students graduating this Summer and planning to re-enroll Fall 2008 semester, must file the appropriate admission application with fees for readmission to the University. **YOU WILL NOT BE ALLOWED TO REGISTER IF YOU HAVE NOT BEEN ADMITTED TO POST-BACCALAUREATE STATUS.** Note: Post-baccalaureate Status refers to all students who have earned a baccalaureate degree and are pursuing a Masters degree, second baccalaureate degree, second major, or credential.
8. **SPECIAL NOTE:** Campus Policy requires a student to submit transcripts from all colleges they have attended. All coursework must be completed by the graduation date and all transcripts must be received by the document deadline. We strongly recommend you review a copy of your university transcript to be sure all courses, grades and units are accurately recorded. NO additions, deletions or changes to a student's record are permitted after the degree has been recorded. All changes must be filed in the Evaluations Office with the appropriate approvals by September 12, 2008. For further information, contact the Evaluations Office between the hours of 7:00 A.M. to 3:30 P.M., Monday through Friday.

SAVE THIS SHEET FOR FUTURE REFERENCE

Summer 2008 Baccalaureate Degree Application

Filing Period: Starting May 19, 2008 - Ending June 20, 2008.

**If you will be completing degree requirements Fall 2008,
do not file at this time.**

Steps to pay fee and submit application: \$35.00 NON-REFUNDABLE FEE

1. Pay fee at Cashier's Window ***application must be in hand***. Cashier's Window closes at 3:30 pm daily.
2. Submit application with **cashier's receipt** to: Evaluations Office, Joyal Administration Building, Room 115, office hours: 7:00 am to 3:30 pm.
3. To submit your application by mail, send the completed application with the \$35.00 fee in check or money order only (payable to CSU Fresno) to:

**EVALUATIONS OFFICE
CALIFORNIA STATE UNIVERSITY, FRESNO
5150 NORTH MAPLE AVENUE, M/S JA-57
FRESNO CA 93740-8026**

Note: Applications received by mail that are incomplete and/or without the \$35.00 fee will be returned to the student. It is the student's responsibility to meet the deadline for this filing period.

1. Complete the Degree Application and the Degree Data Form. Please **TYPE or PRINT** in **DARK BLUE** or **BLACK INK ONLY** on the forms.
2. List **ALL** coursework in progress during this Summer semester. Include and designate work from all colleges and universities **NOT** previously filed with California State University, Fresno. **IF YOU CHANGE YOUR PROGRAM AFTER YOU HAVE FILED THE DEGREE APPLICATION, PLEASE COME TO THE EVALUATIONS OFFICE AND MAKE THE APPROPRIATE CHANGES ON THE DEGREE APPLICATION.**
3. *****ADD DIPLOMA MAILING ADDRESS:** Students are responsible for maintaining the accuracy and changes of their Diploma/Mailing addresses. Enter your diploma address online at "My Fresno State" portal, (<http://my.csufresno.edu>) (My Fresno State>Student Self Service >Student Center>Personal Information> Mailing Address> Add a New Address> Select Diploma, save). **If your Diploma address changes, you must add the diploma address online at "My Fresno State" portal immediately.**
4. You have the option of requesting a different name for your diploma. The use of a Diploma Name will not change the name on your California State University, Fresno academic record.
5. If you withdraw your degree application or receive official notice regarding graduation deficiencies, it is your responsibility to **refile** for graduation.

NOTE: Liberal Studies Majors must submit a major approval form before their applications will be processed. Contact your Advisor. All approvals must be received by August 8, 2008.

NOTE: CAMPUS POLICY REQUIRES A STUDENT TO SUBMIT TRANSCRIPTS FROM ALL COLLEGES THEY HAVE ATTENDED. ALL COURSEWORK MUST BE COMPLETED BY THE GRADUATION DATE (August 8, 2008) AND ALL TRANSCRIPTS MUST BE RECEIVED BY THE DOCUMENT DEADLINE (September 12, 2008).

DEGREE DATA FORM

California State University, Fresno
Evaluations Office

TYPE/PRINT ALL INFORMATION IN BLUE OR BLACK INK.

DIPLOMA NAME: (If necessary show upper/lower case letters, any accent marks)

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LAST NAME

SUFFIX NAME (i.e., Jr., II)

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FIRST NAME

MIDDLE NAME/INITIAL

BIRTH DATE:

SEX:

DATE OF GRADUATION:

PEOPLESOFT ID#:

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Mo. Day Year

M/F

Month Day Year

*****DIPLOMA ADDRESS:** Students are responsible for maintaining the accuracy of their diploma address. Enter your diploma address online through the portal, (My Fresno State>Student Self Service >Student Center>Personal Information>Home Address>Addresses>Add A New Address>Select Diploma).

IMPORTANT: If your diploma address changes, you must update the diploma address online at "My Fresno State" portal.

	OFFICE USE ONLY	
PRIMARY MAJOR: _____	<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width: 100%; height: 25px;"></td></tr></table>	
AND OPTION (if applicable): _____		
SECOND MAJOR (if applicable): _____	<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width: 100%; height: 25px;"></td></tr></table>	
AND OPTION (if applicable): _____		
MINOR (if applicable): _____	<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width: 100%; height: 25px;"></td></tr></table>	
THIRD MAJOR (if applicable): _____		
AND OPTION (if applicable): _____	<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width: 100%; height: 25px;"></td></tr></table>	
SECOND MINOR (if applicable): _____		
	<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width: 100%; height: 25px;"></td></tr></table>	

G.E. CAT YR _____ MAJOR CAT YR _____
(minor, second major, second minor, third major)

APPL. RECEIVED: _____	INSERTED: _____
APPL. UPDATED: _____	OTHER MISC. APPROVAL: _____

Diplomas Ordered: (1 Original + _____ Duplicates) Additional diploma fee paid: \$ _____
(initial/date)