

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

Fall 2009 Graduation Information

The enclosed letter indicates your current status regarding Fall 2009 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 December 18, 2009, and transcripts must be received by the Evaluations Office no later than February 5, 2010.
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 December graduation, incompletes incurred in coursework Fall 2008 or after must be made up by December 18, 2009, and the final grade must be received by February 5, 2010.
3. **FINAL PROCESSING:** During January 2010, we will review all applications for Fall 2009 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 December 2009 graduation. After grades have been posted, official transcripts showing the degree awarded will be available at the end of January 2010. **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:** Fall 2009 graduates will be listed in the 2010 Commencement Program by the Diploma Name listed on the Degree Data Form. After March 12th, 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 Fall and planning to re-enroll Fall 2010 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 February 5, 2010. For further information, contact the Evaluations Office between the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday.

SAVE THIS SHEET FOR FUTURE REFERENCE