

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, a zero-unit course required for enrollment purposes; (c) option “a” supplemented by G S Continuation 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.

4. If work in 299 is not completed at the end of the term of registration, but is progressing satisfactorily, an *SP* (Satisfactory Progress) grade is recorded. If the *SP* grade is not replaced within two years by a letter grade, the department may require the student to re-register for the course.
5. The student and the thesis chair should set a deadline for completion of the final draft. This should be no later than seven weeks before the last day of scheduled final examinations. 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; late manuscripts will be accepted, but the student runs the risk of a delay in the granting of the degree and may be requested to reapply for the degree to be granted in a

subsequent semester (or summer terms). Students are urged to follow meticulously the *Guidelines for Thesis Preparation* available in the Kennel Bookstore.

7. The final 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 (payable to the California State University, Fresno Kennel Bookstore Print and Copy Center), must be submitted to the office of the Division of Graduate Studies, before the last day assigned by the thesis consultant. If printed on acid-free, 20# paper and with payment of the required fee, the original copy will 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 thesis 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.

### Continuous Enrollment

University policy requires graduate students to be continuously enrolled at the university (1) while completing a grade of *SP* in either thesis or project, or a grade of *SP* or *I* in any other course; (2) while preparing to take a comprehensive examination; or (3) during the semester in which an application for the degree to be granted is filed. This policy does not apply to

students who are either enrolled in a course for a letter grade or who have been officially granted a planned educational leave of absence. All students must maintain continuous enrollment during all fall and spring semesters, and during any summer term in which they apply to graduate. To maintain the required enrollment, students must enroll in Graduate Studies Continuation through Extended Education (Extension) or in G S 299 (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 refile an application 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 refiling an application 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.

**G S Continuation (Extension).** Students who choose to enroll in G S 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 Division of Extended Education, 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.)

**G S 299 (Regular University Enrollment).** Students enrolling in G S 299 through regular university enrollment should follow the instructions for S.T.A.R. Registration in the Schedule of Courses. G S 299 enrollees must go to the office of the Division of Graduate Studies to obtain the schedule number and have their eligibility verified prior to their assigned registration date and time as indicated on the S.T.A.R. Registration letter.

*The International Students Services and Programs Office has indicated that international students may fulfill the continuous enrollment requirement only through G S 299 registration (regular university enrollment) in the fall or spring semesters.*