

must have

- (a) been advanced to candidacy for the master's degree.
- (b) maintained a B (3.0) average on his approved program.
- (c) completed at least six units of his approved program on the Fresno campus.
- (d) completed any course in research techniques required by his major department.
- (e) secured a thesis committee, consisting of a chairman and at least two other members.
- (f) secured approval of his thesis plan from the division or department graduate committee and filed in the Office of the Dean, School of Graduate Studies, an official thesis committee assignment.

If it is impossible to meet one or more of these requirements before the semester or summer session of thesis registration, the student must submit to the Office of the School of Graduate Studies, prior to the close of late registration, a recommendation from the department that special permission to register for thesis be granted.

2. Registration for thesis requires authorization by the Dean, School of Graduate Studies, and may be processed during the first two weeks of any semester after the requirements listed in (a) through (f) above 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 official acceptance by a thesis committee, the committee is dissolved and a new committee must be appointed before registration can be processed. A student planning to register for thesis after a break in regular session attendance must be readmitted to the college. (See *General Information—Registration*.)
3. A student whose thesis is planned to extend over more than the semester in which he first enrolls in 299 may receive an In Progress (IP) grade. If at the end of one full year after the recording of the IP grade the thesis has not been completed, the thesis committee and the library are relieved of any further thesis obligation to the student. The student must re-enroll and apply for a new committee in each subsequent semester or summer session during which he uses the library or draws on faculty time in connection with his thesis. The new committee will not necessarily be composed of the same personnel and is not necessarily bound by the decisions of the former committee. Since a continuing IP grade does not represent enrollment, reregistration may require readmission to the college. (See *General Information—Registration*.)
4. The student and his thesis chairman should set a deadline for the completion of the semifinal draft, no later than four weeks before the last day of scheduled final examinations. This date should be early enough so that the chairman and the other members of the committee can clear the draft before the student must meet the deadline for clearance by the Dean of the School of Graduate Studies.
5. Before a thesis is officially accepted by the graduate school, it must meet Graduate School criteria on matters of format, documentation, and quality of writing. The semifinal draft, initialed by the thesis chairman as acceptable with technical corrections should be submitted to the Office of the Dean of the School of Graduate Studies at least three weeks before the last day of scheduled final examinations. This deadline has been set as late as possible in the semester to accommodate the student; late manuscripts will not be accepted until the following semester or summer session. Students are urged to follow meticulously *Specifications and Instructions for the Master's Thesis or Project*; copies are available in the Office of the School of Graduate Studies.
6. Four copies (three to be retained by the college) signed by the thesis chairman and ready for binding, together with the school or departmental clearance must be submitted to the Office of the School of Graduate Studies, no later than one week before the last day of scheduled final examinations. A fee for binding is due and payable at the Fresno State College Association Office on the date of final submission. A student who wishes to retain more than one bound copy may arrange for the extra binding by paying an additional fee.
7. A student may arrange to have his thesis published in microfilm form, with an abstract of the thesis published in the quarterly periodical, *Masters Abstracts*. This form of publication is encouraged by the college. Further details of the microfilming and copyright procedure may be obtained from the Office of the School of Graduate Studies.