

## Graduate Studies

- 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.
  3. 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 "a" 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.
  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. If the *RP* 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 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](http://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 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 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