

- (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 before his committee submits thesis committee assignment (Form 13) to the Graduate Office.
2. A student may enroll in 299, thesis or project, at any time after he has met the requirements listed in (a) through (f) above. However, if a student fails to enroll within one semester (excluding summer sessions) after his official acceptance by a thesis committee, the committee is dissolved and its members are relieved of further obligation to the student.
  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, which may remain in effect for one full year after being recorded. If at the end of this time the thesis has not been completed, the chairman of the thesis committee through the Graduate Office will request the changing of the In Progress to a clear Withdrawal. With the recording of a W, the thesis committee and the library are relieved of any further thesis obligation to the student. After the recording of a W for 299, 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.
  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 technical adviser.
  5. Before a thesis is officially accepted by the Committee on Graduate Study, it must meet the approval of the committee's technical adviser, who passes on matters of format, documentation, and quality of writing. The semifinal draft, initiated by the thesis chairman as acceptable with technical corrections, should be submitted to the technical adviser in the College Library 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 the specifications for the master's thesis, copies of which are available from the Graduate Office.
  6. Four copies (three to be retained by the college) signed by the thesis chairman and ready for binding, together with the divisional clearance (Form 49-G17) must be submitted to the Graduate Office 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. (See *Fees and Expenses*.)

#### APPLICATION FOR DEGREE

An application for the master's degree must be filed in the Evaluations Office in the first two weeks of a semester or first week of a summer session. (For dates see *College Calendar* or *Schedule of Courses*; see also *Fees and Expenses*.)

Failure to complete requirements for the degree during the semester of the application necessitates the filing of a new application for the semester of actual completion.