

California State University, Fresno  
Division of Graduate Studies

MASTER'S THESIS (299) COMMITTEE ASSIGNMENT

Candidate \_\_\_\_\_ Date \_\_\_\_\_

Local Phone Number (\_\_\_\_) \_\_\_\_\_ ID # \_\_\_\_\_

E-mail address \_\_\_\_\_ Estimated graduation date \_\_\_\_\_  
Semester/Term Year

The above student has been officially **ADVANCED TO CANDIDACY**, is in good graduate standing, and is recommended for Thesis 299 assignment.

Student and thesis committee members have read the attached Thesis Committee Guidelines and approve the following proposed Thesis 299 topic:

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Human Subjects Clearance has been obtained: Yes  No  Not Applicable   
Animal Subjects Clearance has been obtained: Yes  No  Not Applicable

**Thesis 299 Committee:**

Typed/Printed Name Department Signature of Approval

Chair \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

**Review and Approval of Assignment and Planned Thesis Topic:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Graduate Program Coordinator/Director or Dept. Chair

Signature \_\_\_\_\_ Date \_\_\_\_\_  
College Dean (for Agricultural Sci. & Tech.; Arts and Humanities;  
Science and Mathematics)

Review Signature \_\_\_\_\_ Date \_\_\_\_\_  
Thesis Consultant (for Dean, Division of Graduate Studies)

**Note: Changes in committee membership or topic require submitting a CHANGE IN MASTER'S THESIS (299) COMMITTEE AND/OR TOPIC form.**

Final Thesis Clearance \_\_\_\_\_ Date \_\_\_\_\_  
Thesis Consultant

Attachment

DGS/rev. 09/03

## **THESIS COMMITTEE GUIDELINES**

### **Membership on the Committee**

1. Participation on thesis committees is an academic obligation required of all faculty who teach graduate courses.
2. The chairperson shall be a member of the graduate faculty in the graduate student's major department. The chair shall have primary responsibility for the supervision of the student's work, and shall assume the role of "principal investigator" when the student's research involves human or animal subjects and shall ensure that university policies in this area are carefully observed.
3. A minimum of one other member of the committee should also be a member of the student's major department. If the proposed thesis involves significant research in more than one area, then a member, or members, expert in the area outside the student's major department may be asked to serve on a committee. To include a committee member from off campus, a vita of the individual is required.

### **Responsibilities of the Committee**

1. The primary concern of every committee member shall be the quality of the student's thesis research and writing. Committee member signatures on the final draft and the publication copy of the thesis attest to their belief that the thesis has fully met the high standards expected of a master's thesis.
2. The chairperson of the committee shall assure that the student possesses a copy of the Division of Graduate Studies *Guidelines for Thesis Preparation*, is aware of the style manual or journal style sheet approved by the student's graduate program for referencing, and has been encouraged to attend a thesis workshop as soon as possible.
3. The committee shall schedule an initial meeting to approve the student's thesis topic, references, and methodology. A thesis progress timetable shall be established, to include reasonable deadlines for the student's completion of various aspects and drafts of the thesis.
4. If a member of a thesis committee must be away from the Fresno State campus during a period for which there has been a commitment to advise a student concerning his or her thesis, arrangements to find a replacement must be made by the chair and the remaining member(s).
5. The committee shall meet with the student as requested by the chair to assess the progress of the thesis and to advise on all aspects of its quality.
6. If a dispute cannot be mediated by the graduate committee of the student's major department, the college or school dean, or by the Graduate Dean, the matter may be settled according to established student grievance procedures.

## **Responsibilities of the Graduate Division**

The quality and format of the final thesis manuscript must be approved by the Graduate Office. Criteria applied during this final step have been established by the Chancellor's Office as follows:

Quality of work accomplished is a major consideration in judging the acceptability of any thesis or project. The finished product must evidence originality, appropriate organization, clarity of purpose, critical analysis, and accuracy and completeness of documentation where needed.

Critical thinking and independent thinking should characterize every thesis and every project. Mere description, cataloging, compilation, or other superficial procedures are not adequate.

*(Standards for Graduate Courses in California State Colleges,  
received by the Graduate Office on August 20, 1976)*

The Division of Graduate Studies is to provide technical guidance and coordination in official filing of the final document and clearance for the degree to be granted.

Approved by the Graduate Committee of the Academic Senate  
4/02

DGS rev. 4/02