



Procedures for the Master's Project

The following procedures have been developed and approved by the Graduate Studies Subcommittee and the Educational Policy Committee of the College of Natural and Social Sciences to assist students and departments in the administration of the master's project.

Students

- Students, in consultation with faculty, shall establish a project committee according to department guidelines. The department will assist the student to ensure that the committee is constituted in an appropriate and timely manner. The committee chair should be a tenured or tenure-track faculty at Cal State LA. All members of the committee must be approved by the department chair.
- GS-10 (Advancement to Candidacy) form must be submitted to the NSS Dean's Office the semester before the student signs up for any 5995 project units. The project title, chair, and committee must be listed on the GS-10 form.
- Any changes in project title and/or committee membership must be emailed to the Graduate Resource Center (GRC@calstatela.edu) in advance of the completion of the project for those departments that require their students to file their project report through the center.
- In addition to the above requirements regarding the master's project, students are reminded that credit for courses will expire seven years after a course is taken, if degree requirements are not met by that time. The 5970 and 5995 units will expire after five years.
- Students must maintain matriculated student status in order to register for project units, apply for graduation, and receive their degrees. If a student completes all of their coursework and 5995 units and still needs another semester to finish their project, the student needs to enroll in UNIV 9000 or another course. If the student does not enroll in UNIV 9000 or another course during the semester, the student will need to complete a Leave of Absence form. Winter and summer terms are not considered in determining continuing student status.
- To see information regarding deadlines and the GS-13 form, please visit the University Graduate Studies website.
- Once a student has declared to do a project and registered for project units, they cannot change to the comprehensive examination or thesis culminating experience (if those experiences are applicable in their program).

Departments

- Departments shall have clearly stated up-to-date project guidelines accessible online for their students.
- Departments shall facilitate for students the formation of their project committee.
- Departments shall develop appropriate processes to implement these procedures.
- In consultation with students, faculty advisors will determine if IRB and/or IACUC review is needed for the thesis.