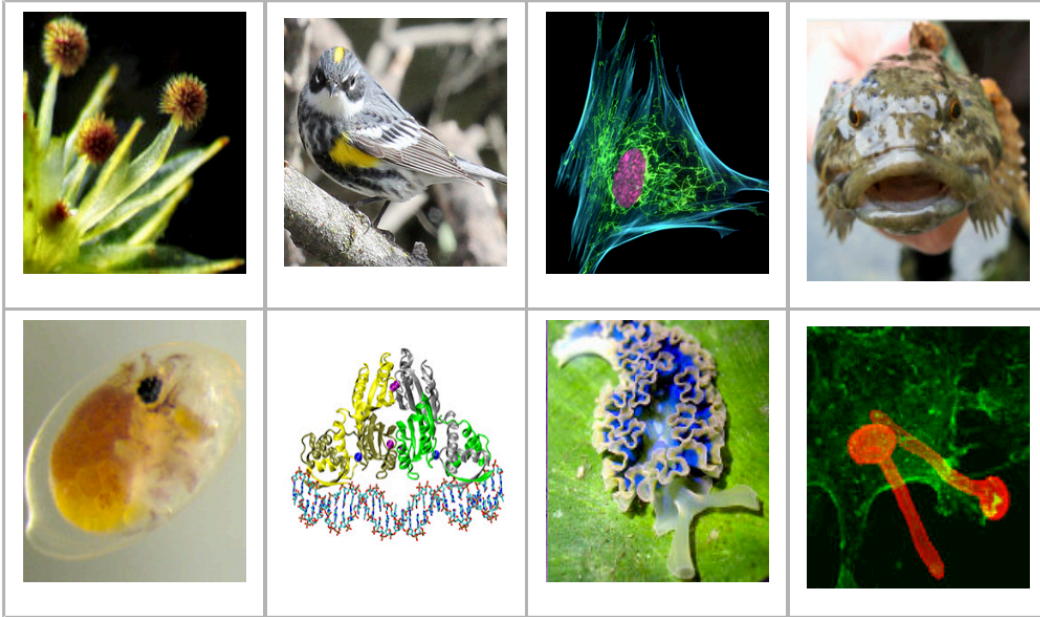


Biology M.S.



Graduate Student Handbook

Department of Biological Sciences

(with adaptations from the Graduate Student Handbook, 2016-17)

Table of Contents

Page #

Welcome	3
Minimum University Requirements	3
Completion of Program	3
Time Limitation	3
Credit for Transfer Work	4
Requirements for Classified Graduate Standing	4
Advancement to Candidacy	4
Grades Required for Credit	5
Grade Point Requirements	5
Grade Point Average	5
Academic Probation for Graduate Students	6
Guidelines for Units for Full-Time Status	7
Graduate Writing Proficiency Exam	7
Applying To Graduate	8

Additional documents appended to this handbook:

Policy on Responsibilities and Expectations of Master's Students	9
MS Biology Program Form	10
MS Degree Prospectus Guidelines	11
GS1A Transfer Course Evaluation form	16
GS12 Request for Thesis or Project Committee and Title	17
GS13 Approval Page for Graduate Thesis or Project	18

Welcome to Cal State L.A!

The Department of Biological Sciences is thrilled to welcome you as our newest class of graduate students. Graduate student life will be quite different from your time spent as an undergraduate. We encourage you to start building support networks among your fellow graduate students within the department and to also attend the University-wide graduate student orientation where you can meet graduate students from other disciplines as well. Please visit <http://www.calstatela.edu/graduateresourcecenter> for more information on dates and times for that orientation.

Please familiarize yourself with the following information including the *Policy on Responsibilities and Expectations of Master's Students* document that **you must sign and return to the department office.**

Minimum University Requirements

All candidates for master's degrees at Cal State LA must fulfill the following minimum requirements:

- Unit Requirement: Completion of at least 30 semester units in approved courses, of which at least half (15) must be graduate (5000-level) courses. Master's degree programs whose minimum total units are established at more than 30 semester units must include at least half of those units in courses at the graduate (5000) level.
- Grade Point Average Requirement: Achievement of a minimum B (3.0) grade point average in all courses on the approved Program Plan. A grade of C is allowed on the Program Plan; however, any grade below C, including C-, requires that the course be repeated with both grades computed in the grade point average.
- Residence Requirement: At least 21 semester units for the master's degree must be completed in residence at Cal State LA.
- Culminating Experience Requirement: A thesis or project must be filed and approved by a faculty committee.

Completion of Program

Completion of a master's degree requires:

1. completion of the final approved study plan and any special department/division/school requirements, and
2. filing of a thesis or project report approved by the candidate's thesis/project committee and cleared by the Office of Graduate Studies.

Time Limitation

No subject, unit, or grade credit will be granted for any course completed more than seven years before the date of completion of the master's degree. In extraordinary circumstances, students may petition for, and the college may grant, permission to validate such an expired course by an examination given by, and with the concurrence of, the department/division/school that offers the course. An expired course taken at another institution may not be validated by examination.

Credit for Transfer Work

To receive credit toward a master's degree for acceptable post-baccalaureate work taken at other colleges and universities, students must have official transcripts forwarded to the Office of Graduate Studies and must file a "Request for Records" (Form GS-1A) with their major department/division/school. Cal State LA will allow credit for work taken at another college or university only when it appears on the student's official transcript from that institution, is acceptable for master's degree credit at the offering institution, and is deemed appropriate to the student's master's degree program by the major department/division/school at Cal State LA. The following limitations and exclusions apply:

- For master's degrees that require 30 total semester units, no more than 9 semester units of acceptable transfer, extension and/or special session courses may be included on a master's degree study plan.
- No master's degree credit is allowed for directed teaching, 7000- or 8000-level courses, courses numbered below 4000, or courses taken at another accredited institution that would not be accepted toward a master's degree at that institution.
- Six semester units of 5000-level or other graduate courses taken through extension are eligible for master's degree credit.

Requirements for Classified Graduate Standing

Once an applicant has been admitted to a graduate degree program the minimum University requirements for admission to classified graduate standing are as follows:

- Certification by the major department/division/school to the college graduate dean that all department/division/school admission requirements, procedures, and prerequisites have been completed.
- Filing of a master's degree program plan form with the department/college graduate dean during the student's first semester of graduate enrollment at Cal State LA. The program plan must be approved by the principal graduate adviser and the major department/division/school. Any change in the study plan must be approved by the principal graduate adviser, the major department/division/school, and the college graduate dean before the completed courses are affected by the change. This includes courses in which a grade of Incomplete is received. Courses in which a grade of C- or lower was earned may not be removed from a Study Plan and these courses must be repeated with both grades contributing to the graduate grade point average.

Advancement to Candidacy

Advancement to candidacy is a part of the continual review of a student's progress and is not automatic. It is granted by the college graduate dean upon completion of the requirements listed below and upon the recommendation of the major department/division/school. It is the University prerequisite to enrolling for the thesis, project, and comprehensive examination; individual departments/divisions and colleges may have additional requirements. Advancement to candidacy requires:

- Classified graduate standing.

- An approved master’s degree study plan on file in the college graduate studies office.
- Completion of a minimum of 12 semester units of the master’s degree study plan with an overall B (3.0) grade point average or higher.
- Recommendation of the major department/division/school.
- Approval of the college graduate dean.

Only students who are advanced to candidacy are eligible to enroll for research or thesis units (i.e., 5970 and 5990).

Special note for MS Biology students: Before students can enroll in BIOL 5970/5990 units, the student must submit to the department office a prospectus on their proposed research project that has been approved and signed by their thesis advisor and two faculty members of their thesis committee. This document should be completed by the time a student completes BIOL 5200 in their first Spring semester within the program.

Grades Required for Credit

Graduate students are advised that they receive no credit for any course in which they do not earn a grade of C or higher. Grades of C- and below are considered failing grades in all graduate programs.

Grade Point Requirements

Graduate students are expected to maintain a B (3.0) average in all courses attempted at Cal State LA and any other college or university attended and to make satisfactory progress toward their academic objectives. Students who receive financial aid should inform themselves of additional criteria defining satisfactory progress by consulting the Center for Student Financial Aid.

Grade Point Average

The grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of units taken for GPA. Grade points are assigned for each unit of course work undertaken, as indicated in the Explanation of Grades table below. Thus, students who earn a grade of C in a 3-unit course have 3 grade points fewer than the number they would have earned with a grade of B and are, therefore, deficient 3 grade points from a B average (-3 grade points). Students

Grade Symbol	Grade Points Earned
A	4.0 per unit value of course
A-	3.7 per unit value of course
B+	3.3 per unit value of course
B	3.0 per unit value of course
B-	2.7 per unit value of course
C+	2.3 per unit value of course
C	2.0 per unit value of course
C-	1.7 per unit value of course
D+	1.3 per unit value of course
D	1.0 per unit value of course
D-	0.7 per unit value of course
F	0.0 per unit value of course

who earn an A grade in a 3-unit course have 3 grade points more than they would have earned with a B grade (+3 grade points). The overall grade point deficiency or surplus can be computed

by assigning the number of plus or minus grade points for each unit attempted and adding algebraically. CR and NC grades are not included in grade point average computations.

Academic Probation for Graduate Students

Graduate students are subject to academic probation if their grade point average falls below the levels specified below either in course work on their master's degree program or in all units completed after becoming classified, whether or not the course work is taken at Cal State LA.

- Classified and conditionally classified graduate students are expected to maintain a B (3.0) grade point average in course work on their master's degree program and in all courses completed after admission to the program.

The Office of the Chancellor has made provision whereby students may be placed on administrative-academic probation for any of the following reasons:

- Withdrawal from all or a substantial portion of courses for which they registered in two successive semesters or in any three semesters.
- Repeated failure to progress toward a stated degree or program objective when such failure is within their control.
- Failure to comply, after due notice, with a routine academic requirement or regulation.

Notice is given in writing of the conditions for removal from administrative- academic probation, as well as circumstances that would lead to disqualification should probation conditions not be rectified.

Disqualification Regulations for Graduate Students

Graduate students who are on academic probation and who do not meet the requirements of their probation are subject to disqualification in accordance with the following guidelines:

- Classified and conditionally classified graduate students who are on academic probation are subject to disqualification from pursuing the master's degree program in which they were classified if after being placed on scholastic probation they do not raise their average to B (3.0) after completion of 12 semester units or two semesters in residence, whichever comes later.
- All units earned in the semester in which the twelfth unit is completed will be used in computing the grade point average.
- Classified and conditionally classified graduate students whose grade point average falls more than nine grade points below B (3.0) will be disqualified from pursuing the master's degree program in which they were classified.
- Students who are disqualified from a master's degree program may not reenter that program. They may be admitted to another program only on the recommendation of the new major department/division concerned and with the approval of the appropriate college graduate dean.
- Students disqualified for scholarship deficiency may not enroll in any regular semester at Cal State LA without permission from the appropriate college graduate dean and may

be denied admission to other educational programs operated or sponsored by the campus.

- Students who are enrolled in graduate degree programs, credential programs, and post-baccalaureate credit certificate programs are not eligible for Academic Renewal.

Guidelines for Units for Full-Time Status

The Academic Senate approved the Study Load for Graduate Students policy as of Spring 2017. This policy will standardize course numbers for culminating experiences, field work, and independent study. The new course numbering will be implemented in Spring 2018.

Full-time enrollment status for graduate students Starting Fall 2017 requires:

- 1 or more units enrollment in BIOL/ENVS 5970 or 5990,
or,
- 8 units composed of any combination of 4000 and other 5000 level courses including BIOL 5980 which no longer provides full time status on its own. Starting in Spring 2018, the BIOL 5980 course number will be replaced with BIOL 5940.

Permits into supervisory classes (5970, 5980, 5990) will be given to students who are in an enrollment list that is provided to the department office staff by faculty.

In addition, graduate students may enroll in up to 16 units. 16 units is the term limit unless an exception has been granted by the department. Graduate students can also waitlist up to 9 units at a time. Waitlisted units are included in the overall term limit.

For financial aid purposes only, full time status requires enrollment in a minimum of six (6) units, and graduate student units will be weighted. This means that any 5000 series courses will have their unit weight multiplied by 1.5. Courses below 5000 are not weighted. For example, in order to meet 6 units, a graduate student must be enrolled in at least 4 units of 5000 series courses ($4 \times 1.5 = 6$), or a combination of 4000- and 5000-level courses equivalent to 6 units (e.g., 2 units 5000-level courses and 3 units 4000-level courses). Be sure to look for the unit requirement of your particular financial aid award.

Graduate Writing Proficiency Exam

Beginning in Fall 2017, Graduate students will be exempt from UNIV 4000 or 4010 if they hold an earned bachelor's degree or higher from an accredited college or university where English is the primary medium of instruction. Graduate students are also exempt from UNIV 4000 or 4010 if they have score of 41 or better on the writing portion of the California Basic Educational Skills Test (CBEST) or a score of 4 on the analytic writing portion of the GRE or GMAT.

I need to improve my writing, how can I get help? The University Writing Center (UWC) offers one-to-one writing services. Peer-tutors can help students understand, organize, and revise their assignment. They also work with students on writing a personal statement for a scholarship, internship, or a graduate program. The University Writing Center is located in the

JFK Library, Palmer Wing, Room 1039A. Students may call the UWC at 323-343-5350 to make an appointment.

Applying To Graduate

You must apply to graduate one semester in advance, according to deadlines published in the Schedule of Classes. Application requires department permission and payment of a fee. If you apply but are not ready to graduate in the appointed term, you may need to reapply to graduate in a subsequent semester.

Thesis Defense. The department requires a public thesis seminar, to which you may invite friends, family and the department, followed by a closed-door oral defense with your thesis committee. Contact the department when you are ready to schedule a room & time for your defense. Your committee needs at least 3 weeks to read the final draft of your thesis.

Filing of Thesis. Early in your writing process, you should confirm deadlines and format with the Library Thesis Coordinator, who offers help sessions each term and can provide thesis guidelines. You must enroll in Biol 5990 or 9000 in the semester you file your thesis with the Library. Pay attention to deadlines, and give your advisor and committee ample time to read drafts.

California State University, Los Angeles
Department of Biological Sciences

Policy on Responsibilities and Expectations of Master's Students

M.S. students are required to have a formal graduate thesis committee chair by the end of their first semester in residency at Cal State LA.

M.S. students are expected to maintain open and professional lines of communication with their graduate thesis committee chair throughout their M.S. program. Faculty thesis chairs are also expected to respond to their MS students in a timely manner.

Progress towards completion of the M.S. degree requires that M.S. students reach important milestones in a timely manner. These include:

- identifying a graduate thesis committee chair and requesting other faculty members to serve on the committee by the end of the second term;
- submitting a complete prospectus to the department for review by the beginning of the third term;
- gathering the appropriate data for the M.S. thesis project; and
- successfully completing and defending the M.S. thesis throughout the following terms.

Frequent communication with the thesis committee chair and other committee members, and responsiveness to their suggestions and feedback are critical for timely progress and completion of these milestones.

The M.S. degree program is designed to be completed in two years. However, it is the responsibility of the M.S. student to ensure that adequate progress is made in the collection of data for the M.S. thesis. The student's thesis committee chair, the members of the committee, or the Department of Biological Sciences cannot guarantee research progress or completion of the thesis. The actual time to completion depends on the nature of the research project and the effort of the graduate student.

The M.S. student acknowledges that switching thesis committee chairs and/or thesis projects, at any point during the program, might delay or even preclude the completion of the M.S. degree.

If at any point in their program the M.S. student has any issues, professional or personal, with their thesis committee chair and/or would like to request to change their thesis committee chair, they will contact the Department of Biological Sciences Graduate Advisor and the Department Chair to discuss these issues in a timely manner. Any M.S. student without a thesis advisor after their first semester in residency at Cal State LA may be subject to discontinuation from the program.

By signing, I acknowledge receipt of the information outlined above.

M.S. student print name: _____

M.S. student signature: _____ Date: _____

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
PROGRAM FOR THE MASTER OF SCIENCES DEGREE IN BIOLOGY**

NAME:		CIN:	
ADDRESS:		CONTACT PHONE:	
EMAIL:			
GRADUATE OF:	DEGREE/MAJOR:	DEGREE CONFERRED ON:	
GPA in last 60 semester units:			
If GPA in last 60 units is below 2.75, four qualifying courses (*) must be completed with a grade point average of 3.00 or better in the first two semesters.			

A. COREQUISITES TO BE COMPLETED	<i>Units</i>	<i>Grade</i>	<i>Quarter Completed</i>	Course Substitutions <i>Require graduate advisor's approval</i>
B. GRADUATE WRITING PROFICIENCY REQUIREMENT (Enroll in UNIV 4000)	0			
C. ELECTIVES (<i>minimum 9 units</i>) Courses may be 4000-level or 5000-level and approved in advance by graduate advisor				
D. GRADUATE SEMINAR COURSES (<i>minimum 21 units</i>) - must be 5000-level and approved in advance by graduate advisor				
BIOL 5000 Graduate Orientation	1			
BIOL 5100 Graduate Seminar: Biology	1,1			
BIOL 5200 Professional Writing in the Life Sciences	2			
Prospectus approved by Dept. of Biological Sciences				Date approved:
BIOL 5970 Graduate Research	4	<i>maximum enrollment: 2 units per semester</i>		
BIOL 5990 Thesis	6	<i>maximum enrollment: 3 units per semester</i>		
Research Seminar and Thesis Defense				Date passed:
TOTAL UNITS (<i>Minimum 30, including 21 units of 5000-level courses and GPA of 3.00 or better</i>)		<i>70% of the total units on program must be 5000-level</i>		

Signatures

Applicant _____	Date _____	Classified Standing _____ Sem Year
Thesis Advisor _____	Date _____	
Graduate Advisor _____	Date _____	Candidacy _____ Sem Year
Department Chair _____	Date _____	

M.S. Degree Prospectus Guidelines
Department of Biological Sciences

The signature page should include all information on this page. A copy of the Prospectus Guidelines should be attached to the copy of the Prospectus when it is circulated for signatures.

* * * * *

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

DEPARTMENT OF BIOLOGICAL SCIENCES
MS DEGREE IN BIOLOGY GRADUATE RESEARCH PROSPECTUS

TITLE

Each of the undersigned affirms that he/she has found this Prospectus to be in accord with the attached Prospectus Guidelines.

Name _____ Signature _____

SID _____ Phone _____

Research Advisor _____ Signature _____

(If applicable) Off-campus research dept/phone _____

Committee Member _____ Signature _____

Committee Member _____ Signature _____

Date Prospectus Approved by the Department _____

* * * * *

Procedures, Deadlines and Approval Process:

Your thesis prospectus will be reviewed at three levels:

- 1) by your primary thesis advisor
- 2) by your entire thesis committee
- 3) by the department's Graduate Affairs Committee

This review process will deepen your critical thinking about your work and how your research fits into the “big picture” of your field. It will help you to clarify your ideas and improve your scientific writing by introducing you to peer review, the process by which scientific findings are evaluated by other researchers. *Note: All deadlines are firm.*

- **Step 1 – Notification.** Notify your primary thesis advisor at least **the semester in advance** of the term that you intend to submit your prospectus to the department. Expect to make numerous revisions as you work with your advisor to define the scope of your project, synthesize the relevant literature, and master the style and nuance of scientific writing.
- **Step 2 – Writing and preliminary revisions.** Your primary thesis advisor will work with you until the Prospectus is ready to be reviewed by your other committee members. The Thesis Advisor is charged with ensuring that the scientific reasoning is sound, the Prospectus is organized according to the Prospectus Guidelines and the writing is clear. *Upon accepting a student, an off-campus advisor will be advised of this requirement and be given a copy of these Prospectus Guidelines by the Department Secretary.*
- **Step 3 – Committee review.** After your advisor approves your prospectus, distribute it to your thesis committee no later than **Monday of 14th week** of spring semester if you intend to submit at the start of the following fall. Your committee members require **at least 2 weeks** to review your prospectus and return their comments and corrections to you. Note that faculty are not on duty in the summer, so while you may work on your prospectus over the summer, in that case allow *even more time* for your committee to read it and return comments to you.

Your **thesis committee** members will carry out an in-depth evaluation that includes content, format, organization, style, clarity of writing, depth of student knowledge, writing skills (grammar, etc.), and adherence to the prospectus guidelines.

- **Step 4 – Committee review revisions.** You must **then** work on a revision with your primary thesis advisor, revising your prospectus to address all concerns raised by members of your thesis committee. This must happen **prior to** review by the department committee.
- **Step 5 - Department Graduate Affairs Committee review.** Once your thesis committee and advisor have approved all of your revisions and signed the cover page, submit your prospectus to the department office by the **1st day of the semester**, for review by the Graduate Affairs Committee during that term. Once you turn in a signed prospectus to the department, you may enroll in research and thesis units (BIOL 5970/5990) for that semester, while the committee reviews your prospectus.

The **department Graduate Affairs Committee** will evaluate (a) whether your prospectus is properly organized, formatted, and written for a general scientific audience; (b) if the project is reasonable for a Master's degree; and (c) if the scientific logic and methods are clearly explained and appropriate for the goals of the project.

Note: Do not be distressed if the Department committee requests corrections, clarifications or revisions of your prospectus! This is a normal part of the review process, and is designed to improve your skills in scientific communication. Something that may seem clear to you and your committee members may not make sense to a biologist outside of your immediate field, who may ask for additional clarification. Learning how to explain your work clearly to non-specialists is an important part of your development as a biologist.

- **Step 6 – Post-Department Graduate Affairs Committee.** Following review by the Graduate Affairs Committee, the prospectus will be returned to you as either approved, conditionally approved, or not approved.

Once **approved**, you have completed the review process.

If **conditionally approved**, your prospectus will be returned with minor corrections or suggestions for improvement from the department committee. A revision should be prepared **in consultation** with your primary thesis advisor and must be submitted to the department office by the **end of the 12th week** of the semester, for review by the Graduate Affairs Committee. Failure to submit a revision by this deadline means you will **not** be allowed to register for research and thesis units in the following semester!

If **not approved**, there were substantial concerns with formatting, written expression, or the scope of the project. If this occurs, meet with your advisor and committee members to review the comments from the department committee and discuss these concerns. You may **not** register for thesis or research units again until the department Graduate Affairs Committee approves your revised prospectus.

Required Prospectus Components and Accompanying Guidelines:

General Considerations:

- A. All text must be single-spaced in 12-point Times New Roman font.
- B. Margins should be one inch on all sides.

I. Title

- A. Convey the specific nature of the proposed study.
- B. Format title so that:
 1. Only the first word and proper nouns are capitalized, or
 2. All words except articles, prepositions, and conjunctions are capitalized.

II. Abstract

limit: 300 words

- A. Briefly convey the research to be conducted, including the rationale so that a general audience can understand what you will be doing.
- B. Include a hypothesis or objective of the study, an overview of methods, and a brief statement of expected results and their significance.
- C. Avoid acronyms, abbreviations, citations, and technical jargon specific to the field.

- III. Objectives** *limit: ½ page*
- A. List specific hypotheses to be tested, expressed as statements.
 - B. If work will not test a hypothesis, clearly state the objective(s) to be met.
- IV. Background** *limit: 2 ½ pages*
- A. Introduce the topic to a reader outside of the field.
 - B. Review the primary literature, summarizing the key information that is relevant to your proposed research.
 1. Synthesize information; do not simply list unconnected facts.
 2. Include relevant unpublished data (with citations) from your lab.
 3. Properly reference all published and unpublished work that you mention.
 - C. Briefly restate your objectives, explaining how objectives relate to earlier work covered in the literature review.
- V. Overview of Study Design** *limit: ½ page*
1. Present the conceptual approach to the study.
 2. Summarize the general experimental design.
- VI. Methods and Materials** *limit: 1½ pages*
- A. Describe experimental procedures to be used, measurements to be made, analyses to be performed and statistical tests to be applied.
 1. Explain the purpose of each experiment (topic sentences are useful). Do not just list “cookbook” steps; explain **why** you are doing a procedure.
 2. Explain treatments versus controls, where appropriate.
 3. Include enough detail for **the reader** to evaluate whether a given method is appropriate to address your objectives, such as sample sizes and the number of replicates. Where appropriate, state how long it may take you to complete major experiments or to process all of your samples.
 - B. Include sources of specialized reagents, samples or equipment as appropriate.
 - C. Include citations for published procedures, software, and statistical references.
 - D. If the proposed work involves animal or human subjects, state that you and your Advisor will comply with all appropriate federal and institutional guidelines.
- VII. Data Interpretation** *limit: ½ page*
- A. If you are testing a hypothesis:
 1. Compare the experimental outcomes that you might expect if your hypothesis is *correct* to the outcomes you might expect if your hypothesis is *incorrect*.
 2. Discuss how the **statistical tests** given in the Methods will be used to support or refute a hypothesis: What will you compare to what, to test whether a hypothesis can be rejected? If a hypothesis is not rejected, then what might you conclude?
 3. Where possible, provide alternative models for unexpected results.

- B. If your Prospectus has an objective that does not involve testing a hypothesis (for example, developing a new method or procedure):
 - 1. Explain what anticipated results will indicate the successful achievement of your objective(s).
 - 2. Where possible, anticipate and interpret alternative or unexpected results.

VIII. Significance: *limit: ½ page*

- A. Explain how your proposed work will, in a broad sense:
 - 1. Fill gaps in current knowledge or improve upon current procedures.
 - 2. Contribute to the advancement of your field, benefit society, and/or lead to improvements in human or environmental health.
 - 3. Lay the foundation for future research.

IX. Budget *limit: 1 page*

- A. Itemize major expenses.
- B. Specify the sources of funds to be used to cover these expenses.

X. References *No page limit*

- A. List all citations mentioned in the text, in one of the following formats:
 - 1. In numerical order as mentioned in text; reference in text by number.
 - 2. In alphabetical order, by last name of the first author.
 - 3. In alphabetical order and and enumerated, with numbers cited in the text.
- B. **Follow one consistent format for all references!** Use the format followed by a leading journal in your particular discipline of biology. Be consistent!

XI. Figures and Tables (optional) *No page limit*

- A. Use figures, tables, or flowcharts where needed to illustrate complex ideas, designs and methods. This can help explain complicated experimental designs, intracellular pathways, geographical sampling locations, etc.
- B. All figures and tables must include concise, explanatory legends or captions. **Table captions are presented above the table, while figure legends are presented below the figure.**
- C. If you reproduce someone else's figure, you must include a citation in the legend indicating where this figure or schematic diagram came from. This citation needs to be included in your References section.

Note: The MS thesis of former members of your lab should be cited like any other work, following the standard format for a dissertation.

NOTE: You are expected to work at least 10 hours per week for each unit of BIOL 5970 and 5990 for which you register. You can take a maximum of 2 units of BIOL 5970 plus a maximum of 3 units of BIOL 5990 in any one semester. It will therefore take you at least 2 semesters of BIOL 5970/5990 enrollments to graduate. Do not try to register for all 10 units of 5970+5990 in one semester!

REQUEST FOR THESIS OR PROJECT COMMITTEE AND TITLE



Last Name First and Middle Names CIN #

Email Address Phone Number

Master's degree major and option

Projected Thesis Completion Term: Fall Spring Summer Year: _____

Title or topic area for the proposed thesis or project:

The following people have agreed to serve as the Thesis/Project Committee for the above named student:

Committee Chair name and degree Signature and date

Member name and degree Signature and date

Member name and degree (as required) Signature and date

Member name and degree (as required) Signature and date

BELOW LINE FOR OFFICIAL USE ONLY

Department Chair's signature Date

Committee membership is certified by:

College Associate Dean's signature Date

APPROVAL PAGE FOR GRADUATE THESIS OR PROJECT

GS-13

SUBMITTED IN PARTIAL FULFILLMENT OF REQUIREMENTS FOR DEGREE
OF _____ AT CALIFORNIA STATE UNIVERSITY, LOS ANGELES BY

Candidate

Department/Field of Concentration

TITLE: _____

APPROVED: _____
Committee Chairperson Signature

Faculty Member Signature

Faculty Member Signature

Department Chairperson Signature

DATE: _____