



This purpose of this policy is to instruct students, faculty, and staff of the administrative steps required to successfully register and complete the thesis component of any graduate degree. Additionally, this policy clearly defines the rules and restrictions concerning thesis supervisors and second readers, as well as all information concerning conflicts of interest.

This policy applies to graduate students who are completing a thesis in the pursuit of their degree. It is also applicable to all faculty, staff, and external members who are involved in the thesis process.

- a. Students will be registered for a thesis when a completed application has been received by the Graduate Programs Office. Students must submit the fully completed and approved thesis project application form to the graduate program's office by the end of the first Friday of classes.
 - i. : This document must have the abstract attached, a detailed timeline shown, along with signatures of the thesis project advisor, academic advisor and program director. The graduate programs office will present it to the Provost for approval.
- b. Before the student submits his or her final thesis project, he or she must turn in a signed [Ready to Submit form](#)



- a. The advisor or second reader has ever employed or been employed by the student.
 - b. The advisor or second reader is in negotiation to directly employ or be employed by the student.
3.
 - a. The advisor or second reader has a direct commercial interest in the outcomes of the research.

