

### **REGISTRATION FOR THESIS CREDIT**

Prior to registration for 690, thesis, the graduate student must have a “topic approval card” on file. The card is available in your department or in the Graduate School office.

The card requires:

- The working title of the thesis
- A description of the investigation (attach to back of card or in a separate document)
- Signatures and printed names of Thesis Chair and Remaining two committee members (If the third member is not from campus, please also attach a mailing and email address)
- Signatures of Graduate Program Adviser and Departmental Chair

Submit the completed card to the Graduate School for review and approval. Upon approval, the student, thesis committee, graduate program adviser, and department chair will be notified.

Once the topic is approved and the committee established, the graduate student is eligible to register for thesis credits. To permit registration, the student must then request an override code be entered into BANNER first by their department (by telephone, in person, or email), and then by the Graduate School.

**Please note: Thesis registration requires an override be entered by both the Department and the Graduate School each term.**

Most departments allow students to register for thesis credits in increments, although a few still only offer thesis credit with an exact number of credits. Graduate students should know that:

- The total number of credits they register for must add up in some sequence to the total number of credits required on the approved plan of study.
- If they register for excess thesis credits beyond the number required on the approved plan of study, these additional thesis credits are not eligible for financial aid purposes.
- The initial grade earned for all thesis credits is a K. K grades are not changed until the faculty recommendation card is submitted. The Financial Aid office does not count the incomplete grades against the satisfactory progress criterion for financial aid eligibility.