

Instruction Sheet for
Culminating Activity Approval Form Registration

General Instructions

Submit this form (fully signed) to the Graduate Studies office at least three weeks prior to registering for the culminating activity (thesis, project or exam).

Register for the culminating activity in the Graduate Studies office during the appropriate registration period. Students who are in the External/Regional Program(s) should also contact the Graduate Studies office to complete CA enrollment forms.

Download the ***School of Education Graduate Handbook*** from the CSUB website
http://www.csub.edu/soe/graduate_studies/

Apply and receive approval from the CSUB ***Institutional Review Board for Human Subjects Research*** at <http://www.csub.edu/grsp> and choose Protection of Research Subjects, then Human Subjects. (for thesis and project only)

*Remember to apply **online** to graduate through Admissions and Records for your Master's degree no later than the second week of the quarter (except summer) you plan to complete all requirements. Apply at <http://www.csub.edu/Admissions/Graduation/index.htm>

THESIS/PROJECT PROPOSAL INSTRUCTIONS:

At least two quarters before registering for a thesis or project, CA option, students must begin the process of selecting their CA faculty members; and must initiate meetings with their CA Committee to develop a proposal and obtain approval from all committee members prior to starting the thesis or project. **If the student is seeking the Preliminary Administrative Credential, one member of the three person culminating activity CA committee must be a practicing school administrator.** Appropriate formats for proposals are outlined in the **School of Education Graduate Handbook**.