

## CS Thesis Course Registration Approval Form

**Students must complete the approval process at least one week before the first day of class.**

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To request enrollment in a **Thesis** course section, the student, along with their thesis supervisor, must complete the Thesis Approval Form found on the second page.

The approval document must be typed and submitted to our [Department Administrative Assistant](#). Once received, a thesis course section will be created for the student's enrollment.

### **Scheduling your thesis presentation:**

1. The student must coordinate with their faculty thesis supervisor and committee members to schedule a thesis presentation date and time.
2. To schedule a presentation and reserve a conference room, the student should consult with their thesis supervisor.
3. Once the date, time, and conference room location have been established, the student (or thesis supervisor) should send an email to the department administrative assistant with the following information:
  - Student name
  - Date, time, and location for the presentation
  - Title of the thesis
  - An abstract of the thesis
  - Name of the thesis advisor
4. The department administrative assistant will distribute an announcement of the scheduled presentation to faculty and students.

### **Thesis Completion Form**

After the student completes their thesis presentation, the student must complete the [Thesis Submission Approval Form](#) and submit to the [Department Administrative Assistant](#). The Submission Approval Form will be routed for electronic signature approvals and then filed with The Graduate College.

### **Helpful Links While Working on a Thesis:**

[Thesis information such as deadlines, formatting, etc.](#)

# CS Thesis Course Registration Approval Form

Student Name:

Student A-Number:

Thesis Advisor Name:

Semester/Year:

Chose Thesis Course Number:

Have you submitted your Thesis Proposal Form –

**THESIS ADVISOR/SUPERVISOR SIGNATURE:**

**GRADUATE PROGRAM ADVISOR SIGNATURE:**

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