College in electronic and paper formats for review by the Dean of the Graduate College. The thesis or dissertation requirement of a graduate degree program is not considered satisfied until the Dean of the Graduate College approves this final version.

The detailed requirements and procedures of the format review are given in a manual called Standards and Guidelines for Theses and Dissertations (available online from the Graduate College). A thesis or dissertation that does not conform to the Standards and Guidelines for Theses and Dissertations will be returned by the Graduate College to the student for corrections. The issues addressed in Standards and Guidelines for Theses and Dissertations ensure that the thesis or dissertation is complete in terms of the components required by the Graduate College, that the final version meets technical publication standards (e.g., minimum margins for binding purposes), and that certain legal requirements involving copyright are given proper attention by the student. The Graduate College also has the authority to make rulings on matters of style, but since these concerns often depend on the discipline, considerable latitude to determine style is usually granted to the academic units responsible for individual graduate programs. Although an official format review cannot be initiated until the chair of the supervisory committee (or designee) has granted final reading approval of the thesis or dissertation, the Graduate College will provide preliminary advice on request. Students with questions about any aspect of the format review are encouraged to contact the Coordinator of Theses and Dissertations.

After the thesis or dissertation has passed the format review, the student must provide the Graduate College with the final version as an electronic file (in a specified format) and in the form of two paper copies (on 25% cotton paper); the student must also pay a binding fee for the paper copies. This submission of the final version of the thesis or dissertation to the Graduate College should take place before the deadline published in the academic calendar. The electronic file is for the digital university repository known as ScholarWorks, and the two paper copies are for the Albertsons Library (one for the archive and one for circulation). If the academic unit also requires a paper copy, the student submits that copy with an additional binding fee to the Graduate College for a total of three paper copies. Any paper copies beyond those required for the library and the academic unit are considered personal copies by the Graduate College. A limit is imposed by the Graduate College on the number of paper personal copies; the student must pay a binding fee for each personal copy.

Because a thesis or dissertation is considered to be a significant contribution to a discipline, the Graduate College requires that all theses and dissertations be archived and made publicly accessible. Theses and dissertations are archived and made publicly accessible primarily through ScholarWorks and secondarily through the traditional paper library collection. The conditions for public access to a thesis or dissertation may vary depending on a variety of circumstances. These conditions are requested by the student and reviewed by the Graduate College on an Access Agreement for a Thesis or Dissertation form. Approval by the Graduate College of an Access Agreement for a Thesis or Dissertation form is a graduation requirement for all students who complete a thesis or dissertation as part of a graduate degree program.

Students doing research with human subjects or animals must document IRB or IACUC approvals with documentation in an appendix of the thesis or dissertation.

Report of Culminating Activity
The term culminating activity refers to a summary exercise that is carried out by a graduate student with a high degree of independence, is based on advanced study and accumulated graduate experience, is integrative in nature, and is typically the focus of the student near the end of his or her graduate career. The traditional culminating activities for master’s students and doctoral students are the thesis and dissertation, respectively, but master’s students in the United States now engage in many other forms of culminating activity such as project, portfolio, capstone course, series of practicums, recital (performing arts), and comprehensive examination. Satisfactory completion of a culminating activity (or part of a culminating activity) is normally recorded by a grade in a graduate course set up specifically for that purpose (e.g., 592 Portfolio). However, if a culminating activity is not represented by a course, then the result of the activity must be documented by a Report of Non-Transcripted Culminating Activity form that is submitted to the Graduate College by the academic unit responsible for the graduate program.

Applying for Graduation
A student nearing completion of the requirements for a graduate degree or certificate program must apply for graduation and pay the required graduation fee. This process initiates a final audit of the student’s academic records by the Registrar and reserves an official embossed diploma or certificate. To apply for graduation and pay the graduation fee, a student logs on to my.BoiseState, chooses the Apply for Graduation option from the drop down list under Academics. The process should be completed no later than the deadline published in the academic calendar for the semester or summer session in which the student intends to complete the degree or certificate requirements. The month of the expected date of graduation is May for students finishing in the spring semester, August for students finishing in the summer session, and December for students finishing in the fall semester. Students who miss their expected date of graduation twice are placed on inactive status by the Registrar and are required to contact the Registrar before attempting to establish a new graduation date.

Commencement
Candidates for graduate degrees are eligible to participate in commencement if cleared to do so by the Registrar. A student completing a graduate certificate program is not eligible to participate in commencement unless he or she is also a candidate for a graduate degree and has been cleared for participation by the Registrar. Diplomas and certificates are mailed to recipients after satisfactory completion of a final degree audit of all program requirements by the Registrar.

Program Time Lines
All time lines associated with graduate degree and certificate programs are published each semester or summer session in the Boise State University’s Academic Calendar. These time lines include application and fee payment deadlines, last day to add and drop courses, starting and ending dates for semesters and sessions, last days for filing program forms, final oral examinations, and the submission deadlines for theses and dissertations. It is the responsibility of the student to be familiar with these time lines.