

## **COLLABORATIVE THESES AND PROJECTS SUPPLEMENTARY INFORMATION**

This page provides additional information for those students working on a collaborative project or thesis. Students should use this in conjunction with the CSUS Guide: Thesis/Project Format Requirements.

- Check with department for rules and restrictions for collaboration.
- Format for preliminary pages within same department (same degree earned, one copy of thesis/project submitted): one title page with names, in alphabetical order, and undergraduate degrees (include year of degree) of each collaborator; approval page (original plus a copy for each collaborator) with signatures of the chair of the committee and second reader and the names, in alphabetical order, of each collaborator; format approval page (original plus a copy for each collaborator) with the signature of the department chair or graduate coordinator; abstract page (original plus a copy for each collaborator) with the signature of the committee chair; a clear statement in the introduction and abstract as to the responsibilities of each collaborator; and an original and a copy of the abstract for each collaborator, but only one microfilm and binding fee.
- Format for preliminary pages across departmental or college units (different degrees earned; copy of thesis/project submitted for each author): two title pages bearing the names, in alphabetical order, and undergraduate degrees of each collaborator, but only one degree earning; approval page (original plus a copy for each collaborator) must have signatures of joint chairs, one from each department, on one approval page bearing the names, in alphabetical order, of each collaborator; format approval page (original plus a copy for each collaborator) with the signature of the department chair or graduate coordinator of each department; abstract page (original plus a copy for each collaborator) signed by the committee chair; a letter from the committee chairs to the Associate Dean, Office of Graduate Studies specifying that the thesis/project is a true collaboration entitling all the collaborators to the degree; clear statement in the introduction and abstract as to the responsibilities of each collaborator (original and one copy required for each collaborator); and each student must pay a microfilm and binding fee for each copy of the thesis/project representing each department.