**MES Thesis Extension**

Kevin, Andrea, Lori, Kailey, Peter, and Amy

**Process for MES Thesis Extension**

1. Student complete a request to extend Thesis (by last week of April) with faculty reader sign on and director approve (student chooses following summer or fall quarters) and Student signs a volunteer form when using science lab.
2. End of week 7, Kevin communicates extension approval to R&R
3. Provide list to Lab folks for approvals of extensions
	1. Students using lab support need to complete volunteer sheet to be covered in event of injury
	2. Volunteers complete a timesheet\* (need to check with Michelle Bartlett about this and if funds should be allocated for this)
4. Registration comes up with extension CRN\* for each faculty, let Andrea know. Development CRN approach is determined as Subject: THES Course: EXTEN, assign different section to each faculty member
5. Evaluation Week Spring quarter (last quarter student doing 8-credit thesis option): Faculty Reader create Incomplete in WS Thesis to note extension approval and student acknowledges Incomplete.
6. Andrea sends to students and students register using this CRN and fees assessed. Same deadlines for fees as if paying tuition.
7. Late Registration: same petition process for late registration and fee should be in place.

\*Budget Org Number for fee (25120):  Thesis Extension Fee – attached to CRNs, revenue comes into this account.

* In summer, faculty get compensated. Andrea/Kevin will see who is registered and will send Lori/Tina an email stating these are the faculty doing extension and they will facilitate the payment to faculty. Need to determine how much of fee goes to faculty – based on costs associated with labs?
* During school year, no pay to faculty, funds allocate to this account. Share budget with Lab Stores for charges that occur.

How long can it be extended?  1 quarter extension (summer OR fall) and that’s it (published in Handbook). However, if student not ready, what to do? Director has discretion to extend one more quarter with faculty support (not published).  Lab Stores is fine with extensions for up to a year and with good communication from Director/Asst Director regarding extension of work.

Itemized list of no services during extension quarters:

* CRC (open in summer, no fall)
* Health Center
* Bus Pass
* Financial Aid – check with loan provider about grace period and repayment
* Veteran Benefits (individuals should check in with Veterans Affairs Office on what support is available)
* Media Loan
* Childcare Center

Make sure library supports, science labs are supporting and check on grant activities support.

**Questions:**

MES may want to talk with Student Activities if eligible for a stipend for the activities group.

MES may want to check with Grants Office for activity grant approval.

**Actions:**

(Lori K)  Itemized list of what is not included for students to Andrea and Kevin

(Kevin) Relays to faculty that they need to note an Incomplete on the WS Thesis to account for the outstanding evaluation