



## University Policy Statement

### UPS 400.020

## UNDERGRADUATE PROJECT AND THESIS

Projects and theses are individualized learning experiences that challenge students to work in an independent, intensive, and creative manner. They are often culminating experiences that require students to integrate and apply what they have learned in their regular course work. Hence, projects and theses qualify as high-impact experiential learning.

1. The course numbers shall be “297” for projects at the lower-division level, “497” for projects at the upper-division level, and “498” for theses at the upper-division level. Graduate students may not receive credit for 497 Project and 498 Thesis. It is expected that these courses include “consent of the instructor” in their prerequisites.
2. The Project course shall consist of individual research or creative work done by a student or a small group of students under the supervision of a CSUF instructor. This could be accomplished with a qualified outside mentor with a CSUF instructor of record. The Thesis course shall consist of individual research done by a student under the supervision of a CSUF instructor, culminating in a substantial, written, original work submitted in partial fulfillment of the requirements of a degree program.
3. Project and Thesis credit shall not be granted for teaching duties, administering classes, tutoring students, grading courses, and participating in internships.
4. A department or program electing to offer a Project or Thesis course shall prepare and document its policy regarding the format of the course, its evaluation, and the procedure of offering approval. The policy shall recognize that the workload involved in a Project or Thesis course shall justify the units earned.
5. Before a particular Project or Thesis course is approved, the student shall prepare a proposal in consultation with the instructor. This proposal, which shall be signed by both parties, shall give a clear rationale for the course, present a realistic time schedule for the completion of the proposed work, and state the basis for the final evaluation of the proposed work.
6. It is the responsibility of the instructor to meet with the student regularly in order to monitor the student’s progress and make timely suggestions for improvement or remediation.

7. The department or program shall determine the number of units that a student can apply toward completion of the undergraduate degree. No student shall apply more than nine units of “497” and “498” toward completion of their undergraduate degree.
8. The completed Project or Thesis shall be retained by the department or program for two years.

Source: Curriculum Committee

**EFFECTIVE DATE: April 14, 2025**  
Supersedes: UPS 400.020 dated 3-23-2015  
and ASD 14-99