

# **IMPORTANT**

# **PUBLICATIONS**

**The 2003-2004 publications listed on the reverse side of this sheet contain important information about policies and procedures to which you will be held. Therefore, we strongly encourage you to pick up copies of the most recent publications and familiarize yourself with their contents. Doing so may help you avoid unwelcome surprises in the future!**

## **Did you know...?**

- There are **time limits** for the validity of your course credits and the completion of your degree requirements. (See page 10 of the *General Regulations, 2003-2004*).
- The paper on which you print your **thesis** or **dissertation** must meet specific weight and content requirements. (See page 5 of *A Guide to the Preparation and Submission of Theses and Dissertations, 2003-2004*)
- If you go for **a year without registering**, you may be required to apply for readmission. (See pages 11 and 14 of the *General Regulations, 2003-2004*).
- If there's a chance you might be ready to graduate in Spring of a given academic year, you should complete a commencement card for the Registrar's Office before the end of the Fall semester of that year (See page 10 of *A Guide to the Preparation and Submission of Theses and Dissertations, 2003-2004*).

- If you are (a) a full-time student or (b) a part-time student working on your thesis or dissertation, you must be continuously registered until you complete your degree requirements. (See pages 11 and 14 of the *General Regulations, 2003-2004*)

### **General Regulations, 2003-2004**

The 2003-2004 *General Regulations* reviews the minimum academic requirements established by the University and the Graduate School. The most up-to-date General Regulations booklet was published in May 2003 (noted on the back of the booklet) and has a green colored band on the left side of the cover. If you do not have one, you may pick one up either in your department or on the shelf outside the graduate school Office, 124 Meserve Hall.

### **The Graduate Student Handbook, 2003-2004**

The *Graduate Student Handbook* covers such areas as student rights and responsibilities and provides information on University resources and facilities. This publication is available either in your department or on the display outside the Graduate School Office.

In addition to these two publications, each academic department produces a variety of materials regarding specific policies and procedures, which serve to complement the information provided in the publications referred to above. Departmental publications on degree requirements should not be consulted exclusively, but rather in conjunction with the *General Regulations* and the *Student Handbook*.

### **A Guide to the Preparation and Submission of Theses and Dissertations, 2003-2004**

If you are planning to submit a Master's thesis or Ph.D. dissertation, you must follow the 2003-2004 version of *A Guide to the Preparation and Submission of Theses and Dissertations*. Please ensure that you are using the cobalt blue covered, 2003-2004 version. You should not use guidelines without a cobalt blue cover. This document is updated annually, so please make sure you are using the current version for the year in which you are defending and commencing. If for some reason you are unable to obtain the revised guidelines from your department, you may come to the Graduate School Office to pick up a copy. This Guide is also available on our website at: [www.casdn.neu.edu/graduate](http://www.casdn.neu.edu/graduate).

You can also access the text of Copyright Law and Graduate Research: New Media, New Rights, and Your New Dissertation, published by UMI Company, on the Internet at <http://www.umi.com/hp/Support/DEXplorer/copyright/>

**Please read these publications** . They are intended to guide you in your career as a graduate student, and you are responsible for following the rules and for completing the requirements described in them. It is also your responsibility to keep informed of changing requirements by checking periodically with your department and the Graduate School Office for updated publications and information on academic policy. You are expected to complete the most recently publicized requirements unless undue hardship is imposed. In such a situation, you should discuss your specific circumstances with the Graduate Coordinator in your department and submit a petition, via your department, to the Director of the Graduate School of Arts and Sciences.