

## Culminating Activity, Thesis or Project Title Registration

Upon successful completion of a culminating activity, the committee chair, program director or graduate coordinator may submit this form to the Registrar's Office to register the title on the academic transcript and record. The title provided on this form must match the title of the activity, thesis or project exactly. The use of this form is not required by all departments and programs, and requirements may vary. Please consult your department or program policies for complete information.

- While this form is most commonly used for graduate studies, it may also be used if a thesis or culminating activity is required in an undergraduate program and the program/major catalog policy requires recording on the official record.
- Under College policy, departments may indicate that other requirements must be met before the culminating activity is recorded. Requirements may include the completion of a committee review, an oral defense, providing bound copies or second reader/peer review. Please consult the academic department or program policies for more information.
- The Registrar's Office provides the title and completion on official academic records only. If your department requires public notification or posting of topics and theses, please coordinate with your program or department chair, director or coordinator.
- Provide this form only when all requirements are met. Completion will be immediately recorded upon receipt.
- This form should be received by May 15<sup>th</sup> (Spring) or January 1<sup>st</sup> (Fall) to have the information reflected on student records during transcript ordering periods.

**Student Name:** \_\_\_\_\_ **Cortland ID:** \_\_\_\_\_

**Program or Major:** \_\_\_\_\_ **Degree:** \_\_\_\_\_  
*e.g.: "Master of Arts"*

**Requirement/Level:**     Undergraduate Major Requirement     Undergraduate Special Program Requirement (e.g.: Honors, UG Research)  
 Graduate     Certificate     Other: \_\_\_\_\_

**Activity Category:**     Thesis     Project     Portfolio     Other Activity: \_\_\_\_\_

**If the culminating activity is connected to a particular course, please indicate:** \_\_\_\_\_  
*e.g.: "COR XXX Thesis Advising" or "COR XXX Project Advising" courses.*

**Complete Title:** \_\_\_\_\_  
 \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval By:**  Committee Chair     Grad Coordinator/Advisor     Department Chair     Program Director     Other: \_\_\_\_\_  
*Please consult your department or program policies for requirements.*

**Approver/Department Staff:** Please retain a copy for your records. Copies will be added to the student's electronic records in the Registrar's Office. Where applicable, the form may also be provided to the Associate Dean by the Registrar's Office.

<b>Registrar's Office Use Only</b>	
____ Recorded on Academic Transcript Comments	____ Grade Recorded    ____ Grade Pending    ____ Grade N/A
Authorized/Processed By: _____	Date: _____