

6.3 Policies Affecting Graduate Students

6.3.1 Preparing and Submitting the Thesis Manuscript

Students are responsible for preparing the manuscript in the proper form, including formatting, pagination, margins, and paper type. All the requirements are provided in the [*Instructions for Preparing and Filing Your Thesis or Dissertation*](#).

6.3.2 Use of Human and Animal Subjects

Students who plan research or development activities that involve human and animal subjects must also have their work reviewed and approved by the Alfaisal University [*Institutional Review Board \(IRB\)*](#) before they begin their research. The *Graduate School* will not accept dissertations or theses that include human, or animal subject materials obtained or produced without *IRB* authorization.

6.3.3 Withholding a Thesis

Sometimes there are extraordinary situations under which a student may prefer that the manuscript not be published. These circumstances may involve the disclosure of patentable rights in the work before a patent can be granted, similar disclosure detrimental to the rights of the author, or disclosure of facts about persons or institutions before professional ethics would permit such disclosure. The VP of the Office of Research & Graduate Studies may permit with a supportive explanatory letter from the *Thesis Examination Committee* chair, the manuscript to be withheld from public access for a specified and limited period.

6.3.4 Copyright

The University does not provide a copyright service. Students may copyright their work independently.

6.3.5 Time Limits on Use of Courses for Degrees

Sometimes students return to the University after an absence and request to use courses that they completed in the past. A time limit of 4 years has been established for use of these courses.

6.3.6 Change or Add a Major or Degree Goal

Graduate students may petition to change majors, degree goals, or designated emphases or to add them. However, these students should be ranked with other applicants to ensure that available slots in the program are not taken up by relatively weak continuing students to the detriment of stronger new applicants.