Print form

SCHOOL OF GRADUATE STUDIES
SHIPPENSBURG UNIVERSITY
1871 Old Main Drive
Shippensburg, PA 17257-2299

THESIS INSTRUCTIONS

The following information is provided to assist the graduate student in working with his department in planning for his master's degree thesis:

1. The graduate student will confer with his respective department chairperson to arrange for the appointment of a major thesis adviser and a Thesis Committee. The committee should be composed of the major research adviser and at least two other members of the faculty who teach graduate classes.

2. When the committee is established, the student must complete the form, "Arrangements for Completing the Thesis Requirements for the Masters Degree". This form is available in the Registrar's Office.

3. With approval of the thesis adviser, the graduate student may schedule and register for thesis credit. The student must contact the Registrar's Office to schedule, as thesis is not listed as a regularly scheduled class. Each student must complete six thesis credits but may register for three credits at a time. The student should indicate the course and department number. (Example: English 612 – Thesis I or English 613 - Thesis II)

4. "Q" grades must be submitted for a thesis when the work is not completed. Only when the thesis is completed can a regular letter grade be recorded. Under no conditions can a regular letter grade be submitted unless the thesis is completed and signed by all members of the Thesis Committee.

5. The completed and approved thesis must be submitted to the Registrar's Office in final form within one calendar year of the date of registering for Thesis II. Students who do not complete the thesis within one calendar year from the date on which they registered for Thesis II must register for thesis credit again and pay the appropriate course fees.

6. Upon completion, a copy of your thesis will be housed in the Lehman Library and made available to the public. Students interested in having their thesis copyrighted may obtain information from the Ezra Lehman Memorial Library, Shippensburg University, or by writing to the Copyright Office, Library of Congress, Washington, DC 20559.

04/26/02

Your defended Thesis should be submitted to the
Registrar's Office approximately 30 days before your intended graduation date!

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ARRANGEMENTS FOR COMPLETING THE THESIS REQUIREMENTS FOR THE MASTER'S DEGREE

To be completed by the student: (Each student must complete 6 thesis credits but may register for 3 credits at a time.)

NAME: _____ S.U. ID NUMBER: _____

DEGREE: _____ FIELD OF SPECIALIZATION: _____

NOTE: "Q" grades must be submitted for a Thesis when the work is not completed. Only when the Thesis is completed can a regular letter grade be recorded. Under no conditions can a regular letter grade be submitted unless the Thesis is completed and signed by all members of the Thesis committee. The student must submit the Thesis to the Registrar's Office in final approved form within one calendar year from the date that he/she registers for Thesis II. Otherwise, he/she must complete registration again and pay the appropriate course fees.

Tentative date you expect to receive the Master's degree _____

Date of registration for the Thesis _____

Major faculty thesis adviser _____

Second faculty member of thesis committee _____

Third faculty member of thesis committee _____

Have faculty thesis advisers agreed to serve? _____

Have you made arrangements for an initial meeting with thesis advisers? _____

DATE: _____ SIGNATURE: _____

To be completed by Department Chairperson

I recommend the approval of the above Thesis Committee. All committee members have been contacted by me and have agreed to serve on the Committee.

DATE: _____ SIGNATURE: _____
Department Chairperson

Please schedule the student named above for the thesis credit indicated in the semester or term stated below:

Thesis I (Code #)_____ Year _____ ☐ Fall ☐ Spring Summer: ☐ Term III ☐ Term IV ☐ Term V

Thesis II (Code #)_____ Year _____ ☐ Fall ☐ Spring Summer: ☐ Term III ☐ Term IV ☐ Term V

To be completed by Graduate Office: (A copy of this form will be returned to the Department Chairperson and to the major faculty thesis adviser.)

The Thesis Committee is approved as recommended.

DATE: _____ SIGNATURE: _____
Dean of Graduate Studies

Date Scheduled: _____ Scheduling Officer: _____