

## M.S. THESIS PROPOSAL INSTRUCTIONS

*Each new graduate student must write and defend a Thesis Proposal before the start of their third semester. THIS IS A BRIEF OVERVIEW. FOR COMPLETE INSTRUCTIONS, PLEASE CONSULT YOUR DEPARTMENT GUIDELINES FOR ADVANCED DEGREES.*

1. Write your Thesis Proposal and prepare your talk (with PowerPoint, slides, overheads, etc.) Maximum length of the proposal is ten (10) pages plus figures and references. You may ask other students and your advisors for suggestions on format. (You may also ask Mary Ann to see other students' proposals.)
2. Your Thesis Committee must unanimously approve your Thesis Proposal before you can commence your oral Thesis Proposal defense. You must submit your written proposal to your Committee for approval at least seven (7) days prior to your oral defense.
3. The Thesis Proposal Brief form serves as a cover page for your proposal. Your Brief should provide a summary of the proposal as well as the signatures of the Thesis Committee and the Graduate Advisor. (Note: You can download this form and the form from the Department Webpage. (Go to: *Graduate*, then *MS Thesis Forms*, and finally, *MS Thesis Proposal Brief and Signature Form*.)
4. Schedule a time (2-3 hours) when our Thesis Committee can meet to conduct your oral defense and exam. Avoid the first or last week of classes for your defense.
5. Reserve a room (Also, reserve a laptop and projector, if required.)
6. Notify the Department Coordinator (Sandra) and the Graduate Advisor of the time of your proposal defense at least one (1) week prior to the event. (Invite the Chair and Graduate Advisor to attend or send a representative to your proposal defense.)
7. All members of the faculty must receive a signed Thesis Proposal Brief at least seven (7) days prior to your oral exam. Please place a copy in each faculty member's mailbox.
8. Mary Ann, the Graduate Program Coordinator, must also receive a copy of the signed Proposal Brief AS WELL AS THE PROPOSAL at least seven (7) days in advance of your Thesis Proposal oral exam. She will then notify the faculty that the proposal is available in her office for review.
9. Finally, you will need a Thesis Proposal Oral Exam Signature Form. After you pass your exam, get all required signatures and then give the original signed form and proposal to Mary Ann for your file. (You can download this form through the same procedure described in step 3 above.)

If you do not defend your proposals before the start of the third semester, you must contact the Graduate Advisor and get written approval by your Thesis Committee for a petition for an extension. Once your Committee has approved your petition, you must submit the petition to the Graduate Committee requesting an extension. **DO NOT WAIT UNTIL THE LAST MINUTE TO MAKE THE ABOVE ARRANGEMENTS! THIS IS THE MOST IMPORTANT PIECE OF ADVICE.**