

THESIS PROPOSAL INSTRUCTIONS

The Thesis Proposal (including oral defense) should be completed no later than the start of the third semester. THIS IS A BRIEF OVERVIEW. FOR COMPLETE INSTRUCTIONS, PLEASE CONSULT YOUR DEPARTMENT GUIDELINES FOR ADVANCED DEGREES.

1. Write your Thesis Proposal description of your project and prepare your talk. The Thesis Proposal may not exceed ten (10) pages (excluding figures and references), or your examining committee can set a lower limit. You may ask your advisors for suggestions on format.
2. Coordinate a time (2-3 hours) with your thesis committee to conduct your oral defense, avoiding the first and last week of classes. Contact the academic program coordinator to reserve a room.
3. The Thesis Proposal Brief should be completed with a summary of the proposal and serves as a cover sheet. You can download this form from the department website. (Go to: *Academics>Graduate Thesis Programs>Forms tab> MS Thesis Proposal Brief and Signature Form*)
4. Your proposals and Thesis Proposal Brief must be submitted to your thesis committee at least seven (7) days prior to your defense and unanimously approved before the Thesis Proposal defense can be conducted. Signatures from all committee members on the Brief demonstrates approval by the committee to proceed to the defense.
5. Via email, send the academic program coordinator a copy of the signed Thesis Proposal Brief along with the Thesis Proposal at least seven (7) days in advance of your proposal defense. She/he will then email the faculty your Thesis Proposal Defense date and signed Brief. The proposals will be available in his or her office for faculty review.
6. Finally, you will need the Thesis Proposal Result form found on the department website under point 4 above. After you pass your exam, get all required signatures and then give the original signed form to the Academic Program Coordinator for your file.

If you do not defend your proposal before the start of the third semester, you must contact the Director of Graduate Studies and get written approval by your thesis advisor for a petition for an extension. Once your advisor has approved your petition, you must submit the petition to the Director of Graduate Studies requesting an extension. **DO NOT WAIT UNTIL THE LAST MINUTE TO MAKE THE ABOVE ARRANGEMENTS!**