

**PROCESS FOR THEATRE GRADUATE STUDENTS**  
(see Arts and Letters web page: Graduate Handbook)

1. Apply to the university and to the department.
2. Accepted as an unclassified (G1) student.
3. Classified (G2): meet with the graduate advisor and fill out a potential program (form attached) during your first quarter of classes. TAD Department will submit the program & GS 8 to the College of Arts and Letters. The Dean's office will send you a signed copy of the program and let you know you are classified.  
Note: Changes in this program must be approved through a Course Substitution form GS 5\* filled out in consultation with the graduate advisor and must be submitted during the quarter the change is taking place and before the substituted class is graded.
4. Advancement to Candidacy (G3): After completing 16 units of graduate program work and passing the GVAR (Writing Proficiency Exam: UNIV 400) or equivalent, meet with advisor to fill out **Advancement to Candidacy form GS 10.\* Submit with GS 8.**
  - a. Student must have at least a 3.0 g.p.a. and have no incompletes.
  - b. Advancement to candidacy is a university prerequisite for enrolling in thesis, thesis project, or comprehensive exam.
  - c. A letter of candidacy will be sent to you from the Dean's office.
5. When you created your program you chose between thesis options (see a, b, c below). Talk to various faculty members about your thesis ideas and decide. After you are advanced to candidacy, find someone to chair your thesis, create a written proposal in consultation with your thesis chair (see Guidelines for Preparation of Masters Thesis), and meet with your entire prospective committee (3 members) for approval/suggestions.
  - a. Comprehensive examination: prepared by the Director of Graduate Studies with others of your professors based on your coursework. TA 596 (0 units)
  - b. Research thesis: written document only. TA 599 (3-6 units)
  - c. Project. Most are described below; others may be considered. TA 599 (3-6 units)
    1. Acting/directing/choreography or design project plus project report with some research component; acting must be in a leading role; directing or choreography must be second season, main season, or off campus production; ask for design criteria.
    2. Original script or translation – original script developed in consultation with thesis advisor, must be accompanied by project report. Ask for criteria.
6. Student must submit **Request for Thesis or Project Committee form GS 12\*** containing a description of thesis and signatures of thesis chair and committee. Student must have advanced to candidacy to file this form and enroll in thesis.
  - a. Chair of the thesis isn't necessarily the graduate advisor, but must be a full-time faculty member available for two quarters, who agrees to direct the thesis.
  - b. Committee consists of two other faculty members (besides director) plus alternates or department chair. Committee members must be available to assist you during the course of your thesis work.
7. Get requirements for thesis from Library and attend a Master Thesis Advisement workshop (quarterly) in the library the quarter before you complete your thesis.
8. Apply for graduation one quarter prior to anticipated quarter of graduation. The deadlines for applying for graduation are strictly observed by the university. Instructions for submitting **Application for Graduation form\*** and the application filing periods are in the supplementary material near the back of every Schedule of Classes. Students must have advanced to candidacy to apply for graduation.
9. Title approval page. Committee and thesis chair sign approval of thesis.
10. Department chair signs approval of thesis.
11. There is about a month between submission of the thesis to the library and formal announcement of graduation. Keep checking with the department and with graduation as to whether or not you have been graduated.

\*forms available in department office or A & L web site