The following procedures have been developed and approved by the Graduate Studies Subcommittee
and the Educational Policy Committee of the College of Natural and Social Sciences to assist
students and departments in the administration of the master’s thesis. *Exceptions to the following
procedures must be requested by petition to the College Graduate Studies Subcommittee, following
approval of the petition by the department’s graduate studies committee and/or chair of the department.*

**Students**

- Students, in consultation with faculty, shall establish a thesis committee of three or more faculty. The
department will assist the student to ensure that the committee is constituted in an appropriate and
timely manner. At least two members of the committee, including the committee chair, must be
tenured or tenure-track CSULA faculty. A committee member who is not a CSULA faculty member
must submit a CV with the student’s GS-12 form to the College Graduate Dean.

- Students shall prepare a thesis proposal (prospectus), stating the specific topic, objectives, methods,
and significance of the proposed thesis project. The prospectus shall be prefaced by a narrative
abstract of 250 to 500 words that is comprehensible to a general audience. It must include a
hypothesis or objective of the study, an overview of the methods, and a description of the significance
of the research. Acronyms, abbreviations, and technical jargon are to be avoided. The thesis
prospectus must be approved by the student’s thesis committee and by the department’s graduate
studies committee and/or department chair.

- After approval by the department’s graduate studies committee and/or department chair, the
completed GS-12 form and the approved abstract of the prospectus shall be submitted to the College
Graduate Studies Office.

- After final approval of the GS-12 form by the College Graduate Dean, a written annual status report
shall be submitted by the student to the department’s graduate studies committee and/or chair of the
department, indicating progress toward completion of the thesis and degree.

- Any subsequent changes in thesis title and/or committee membership must be submitted in advance of
the completion of the thesis to the College Graduate Studies Office on a GS-12 form.

- In addition to the above requirements regarding the master's thesis, students are reminded that credit
for courses will expire seven years after a course is taken, if degree requirements are not met by that
time.

- For detailed information, see “Guide to Preparation of Master's Theses and Project Reports,”

**Departments**

- Departments shall facilitate for students the formation of their thesis committee.

- Procedures for approving the thesis shall be determined by each department. However, departments
normally must require an oral defense of the master’s thesis, which must be open to all faculty in the
department, although only members of the thesis committee may vote.

- Departments shall develop the appropriate processes to implement these procedures.