

*California State University, Los Angeles
College of Natural and Social Sciences
Office of Graduate Studies*

Procedures for the Master's Thesis

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 further information on thesis submission requirements, see "Graduate Thesis, Project, and Dissertation Guidelines," <http://www.calstatela.edu/graduatethesis>.

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.