



COLLEGE OF

Natural and Social Sciences

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.

Students

- Students, in consultation with their thesis advisor, shall establish a thesis committee of three or more faculty. At least two members of the committee, including the committee chair, must be tenured or tenure-track Cal State LA faculty. All thesis committee members must have at least a master's degree. All members of the committee must be approved by the department chair.
- Students shall prepare a thesis proposal (prospectus) stating the specific topic, objectives, methods, and significance of the proposed thesis project following the department guidelines and procedures.
- A GS-10 (Advancement to Candidacy) form must be submitted to the NSS Dean's Office the semester before the student signs up for any 5990 thesis units. The thesis title, thesis chair, and thesis committee must be listed on the GS-10 form. Students can find the GS-10 form at: <https://www.calstatela.edu/graduatestudies/forms-and-petitions-0>
- Any changes in thesis title and/or committee membership must be emailed to the Graduate Resource Center (GRC@calstatela.edu) in advance of the completion of the thesis.
- 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. The 5970 and 5990 units will expire after five years.
- Students must maintain matriculated student status in order to register for thesis units, apply for graduation, and receive their degrees. If a student completes all of their coursework and 5990 units and still needs another semester to finish their thesis, the student needs to enroll in UNIV 9000 or another course. The student needs to be enrolled in the term they are graduating. If the student does not enroll in UNIV 9000 or another course during the semester, the student will need to complete a Leave of Absence form. Winter and Summer terms are not considered in determining continuing student status.
- To see information on how to get started writing a thesis, thesis deadlines, formatting styles, GS-13 form, and more please visit the University Graduate Studies website.
- Once a student has registered for thesis units, they cannot change to the comprehensive examination or project culminating experience (if those experiences are applicable in their program).

Departments

- Department shall have clearly stated up-to-date thesis guidelines accessible online for their students.
- Departments shall have a plan in place for when a thesis chair can no longer serve on a thesis committee.
- Departments shall determine procedures for approving the thesis.
- Departments shall develop the appropriate processes to implement these procedures.
- In consultation with students, faculty advisors will determine if IRB and/or IACUC review is needed for the thesis.