

Thesis

1. Advancement to Candidacy:

Students must be advanced to candidacy by filing a program of study with the graduate advisor before they can enroll in the required courses for writing a thesis, History 797 and History 799A. This is usually done either at the beginning of the student's third or fourth semester in the MA Program. They must have completed or be concurrently enrolled in History 665 before registering for History 797 and 799A.

2. Thesis Committee:

In consultation with the graduate adviser, a student will select a chair for the thesis committee. The student and thesis committee chair will select other faculty members who will serve on the thesis committee. Two of the three members of the committee must be History Department faculty. History Department Lecturers can serve as second readers. The third reader must be from a faculty member from another department on the basis of expertise is related to the topic of the thesis. All members of the committee and the graduate advisor must sign the thesis form. The Graduate Advisor sends the completed form to the Division of Graduate Affairs.

3. Add Codes:

Adriana in the History Department issues the add codes for History 797 and the Division of Graduate Affairs issues the add code for History 799A. Add codes for 799 A can only be issued after the signed Thesis Committee Form has been submitted.

4. Human Subject Research Approval:

Research in which information is obtained about an individual through the use of a survey, interview, or observation. Determination of whether research will involve human subjects must be made when the thesis committee is formed. See Graduate Bulletin pp.38-40 under Human Subject (Thesis/Dissertation) Research Involving Human Subjects or Animal Research. Authorization for use of human subjects must accompany the thesis committee form when it is submitted to the Division of Graduate Affairs and is subject to the review and approval of the Institutional Review Board (IRB). For more information on application procedures, ethical practices, and submission deadlines, visit: <http://gra.sdsu.edu/research/irb>, or e-mail irb@mail.sdsu.edu or call 619-594-6622.

5. Recommendations

a. Before writing your thesis, submit an outline and bibliography of sources to the chair of your thesis committee for feedback. You may also want to solicit the feedback of the other members of your committee at this time.

b. Hand in individual chapters for review by your committee as they are written. If you receive ongoing feedback, this should provide direction for subsequent chapters, as well as insure that your committee members return your drafts in a timely fashion. Handing in a final draft of an entire thesis and after the thesis deadline usually means that it take a long time for your readers to evaluate it and that you will little time to make the revisions they recommend to graduate that semester.

c. Hand in chapters and final versions well ahead of the Fall or Spring semester deadlines for theses. Although you can hand in drafts after these deadlines, there is no guarantee that the thesis can be revised and approved in time for graduation in that semester if you miss the deadlines.

d. Final submittal of a thesis requires the formal approval of the officially appointed faculty thesis committee and acceptance of the thesis by the graduate dean for deposit in the university library. The dean will only accept thesis manuscripts that conform to the format and presentation requirements specified by the Graduate Council and the sponsoring department. The council requirements are fully presented in the SDSU *Dissertation and Thesis Manual*. To learn how to properly format your thesis (or you can hire people with this expertise), take on the BATS (Baseline, Access, Training, and Support) Workshops on the Master's Thesis Template while you are writing your thesis. You can find information about these workshops on the Instructional Technology Services website. You can find the thesis template at <http://gra.stdu.edu/graduate/thesis>

e. The university requires that the student be enrolled in 799A, Thesis, or 799B, Thesis Extension, in the term in which the thesis is granted final approval by the faculty committee and submitted to the Division of Graduate Affairs for format review. Unless the thesis division deems the thesis manuscript unready for submission due to gross deficiencies of format or presentation or incomplete, students will not be required to reregister for thesis in any subsequent term if the thesis is submitted to the Dissertation and Thesis Review Service by the end of the last working day of the semester or summer term in which the student is enrolled in 799A or 799B. Consult the academic calendar in Part One of the Graduate bulletin for specific deadline dates. Students who cannot meet the final deadline for submission because of rejection by the Dissertation and Thesis Review Service will be required to reenroll in thesis as well as to reapply for graduation.

f. Students are expected to make all required changes and submit the final revised manuscript within 30 days following the date of initial review by the dissertation and thesis review service. A "credit" grade will not be recorded or the degree awarded unless the thesis has been approved by the dissertation and thesis review service and arrangements made to deposit the required copies in the university library (this can be done most conveniently through Montezuma Publishing of the Aztec Shops). If this final process is not completed by the noon deadline listed in the academic calendar, the student will be required to reapply for graduation in any subsequent term in which he or she expects to graduate.

g. Two microfiche copies and one bound copy of all master's theses are accessioned by the library of San Diego State University and are subject to the regulations of the library with respect to the circulation or duplication of its cataloged materials.

h. The members of the committee can pass the student with distinction if they unanimously agree the thesis merits this designation.