

HOW TO COMPLETE A MASTERS THESIS

The **MA Thesis** is one of the three options MA students can select to fulfill their capstone degree requirement. Theses are typically a multi-semester project.

PROPOSAL AND REGISTRATION

GET A COMMITTEE

Based on the topic of your project, identify **two faculty members** to serve as your **thesis committee chair** and **second reader**.

WRITE PROPOSAL

After planning, write your thesis proposal and submit it to your committee for review. Once it has been approved, be sure to **get your thesis committee's signatures** on your **registration form** and **proposal title page**.

PLAN PROPOSAL

Sit down and **talk with your committee** about your project proposal, including question, methodology, and **Institutional Review Board (IRB)** needs.

REGISTER

Submit your **registration forms, proposal, and title page** after consulting with your academic advisor.

WRITING THE THESIS

CREATE TIMELINE

Create a multi-semester timeline with input from your committee, keeping in mind the **early submission deadlines** in the semester you plan to complete your thesis.

FORMAT

Review the **AU Electronic Thesis and Dissertation (ETD) Submission and Style Guide**, found online, to make sure your thesis is formatted correctly.

COMMITTEE CHECK IN

Schedule **regular meetings** with your thesis committee to review progress, submit paper drafts, and ensure that your project is on track.

SEMESTER OF SUBMISSION

SUBMIT FINAL DRAFT

At least **one month prior** to the final submission deadline, submit the final draft of your thesis to your committee and **meet with each of your committee members** to discuss any necessary revisions.

MAKE FINAL EDITS

Make all the **editorial and formatting changes** your advisor, committee, and SIS ETD formatting administrator suggest.

GO TO ADVISING

Bring **both copies** of your signed title page to the **Graduate Advising Office (SIS 250)**. Advising will obtain the Dean's signature.

APPLY TO GRADUATE

Apply for graduation **prior to** or **early in the semester** you wish to complete your thesis and any other remaining degree requirements.

FORMATTING REVIEW

Electronically submit the final draft of your thesis to the library for formatting review **no less than two weeks prior** to the final submission deadline.

GET FINAL APPROVAL

In order to approve your thesis, **both committee members** must sign **two copies** of your printed title page.

FINAL SUBMISSION

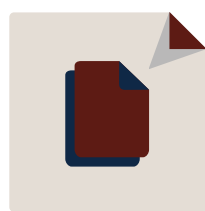
Submit the **final version** of your thesis **online** before the final submission deadline.



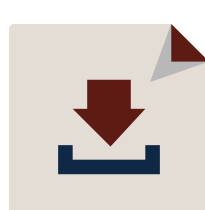
Click here for the **SIS representative to the IRB**.



Click here for the **online thesis style guide**.



Click here for **registration information and forms**.



Click here for **online ETD submission page**.