

STEP-BY-STEP GUIDE TO:

PROJECTS

1

FORM YOUR COMMITTEE

Your project committee must be composed of **three** faculty members: one committee chair, and two committee members. You should consult with your committee chair on who will serve as your committee members. Once you have finalized your committee members, you must complete and submit 1) **Project Committee Chair Form** and 2) **Project Committee Member Form(s)** to the Graduate Program Coordinator.

2

DEFEND YOUR PROSPECTUS

Your committee will review and approve your thesis prospectus. After you defend your prospectus, you must complete and submit a **Prospectus Approval Form** to the Graduate Program Coordinator.

3

ENROLL IN HIST 597 - *PERMIT ONLY*

You are required to enroll in **3-6 units** of HIST 597 with your committee chair. You may enroll in this course as a 3 unit or a 6 unit course over a period of up to two semesters. This course is **permit only** and you must submit a **HIST 597 Unit Request** to the Graduate Program Coordinator to be issued a permit.

4

DEFEND YOUR PROJECT

You must schedule your defense with your committee at least two weeks prior to the end of the semester to ensure enough time to collect necessary signatures for your completion forms.

5

SUBMIT COMPLETION FORMS

Congratulations! After successfully defending your thesis, you must gather signatures from all members of your committee and submit a **Project Completion Form** to the Graduate Program Coordinator by no later than the "End of Semester" date on the current Academic Calendar.