

STEP-BY-STEP GUIDE TO:

THESES

1

FORM YOUR COMMITTEE

Your thesis 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) **Thesis 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 598 - *PERMIT ONLY*

You are required to enroll in **6 units** of HIST 598 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 added by **permit only** and you must submit a **HIST 598 Unit Request** to the Graduate Program Coordinator to be issued a permit.

4

SUBMIT & DEFEND YOUR THESIS

Carefully review the university Thesis Manual, Thesis Template, and all other thesis guidelines available through the Office of Graduate Studies. You must submit the CSUF Thesis/Dissertation Submission Form to the Office of Graduate Studies. Refer to the Office of Graduate Studies website for the most current deadlines and submission guidelines. You must schedule your defense with your committee at least two weeks prior to the end of the semester.

5

SUBMIT COMPLETION FORMS

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