

The road to a thesis in the PSU Geology Department

Keep track of your thesis progress on this page. Check off the items as you complete them. If you follow the steps on this list your thesis process should go smoothly. Do not try to rush the system. The key to completing a thesis on time is planning – it does take at least two terms to write your thesis, marshal it through the various drafts, and produce a final copy.

- Regular graduate student status. If your admittance is *conditional* you must remove the conditions, and have your advisor file a GO-7 form for you to become a *regular* graduate student.
- Completion of Field Camp requirement.
- File GO-11 if needed (Transfer of Credits).
- Remove deficiencies (if any).
- Complete *Responsible Conduct of Research* training, and give department a copy of the completion certificate
- Choose an advisor (should be done by second term in residence).
- Select thesis topic and prepare proposal.
- Fill out a Program Worksheet with courses you will use for the degree (part of proposal approval process).
- Propose thesis (4th or 8th week of a term. Must be completed by third term for TA's). A copy of a proposal should be given to all faculty members 1 week before the public proposal.
- Approval of proposal by faculty (Signing of GO-12 form). This advances you to degree candidacy. You may only take *G503 Thesis* after your proposal is approved.
- Assemble a thesis committee (GO-16 form). Your advisor and two committee members must be faculty in the Geology Department. It is recommended that one committee member be from a specialty different from the topic of the thesis. Advisor makes recommendation of 2 potential graduate representatives for the Committee. **Committee should be assembled before you start your research**, otherwise you cannot get input from your committee during the research. This can affect how smoothly your thesis defense process will go.
- Write thesis. You should begin writing your thesis at least two terms before you plan to graduate.
- Get approval of thesis by Advisor for reading by Committee.
- Give a complete draft of the thesis to your Committee. You should give your committee at least two weeks to read and comment on your thesis.
- Respond to comments by Committee members. Produce a new draft of your thesis.
- Committee gets revised version of thesis for approval. This step is critical. There is no point in trying to defend a thesis that the committee has not approved. Allow a minimum of 2 weeks for the revision.
- Set public defense date for at least 1 week after Committee approves a draft for defense. A complete copy of the thesis should be available in the department office at least 1 week prior to defense.
- Have the department office prepare a GO-17 form before your defense.
- Present and defend your thesis (Public presentation, followed by closed-door examination by Committee).
- Revise thesis.
- Approval of thesis by Advisor and Committee.
- Thesis reviewed by Department Chair.
- Prepare 4 copies on thesis paper.
- Deposit an electronic copy of thesis and other thesis material with the Geology Department (see *Graduate Handbook* for details).
- Advisor, Committee, and Department Chair will sign-off on thesis cover pages.
- GO-17 signed by Advisor and Chair.
- Thesis is delivered to Graduate Office by advisor and student for approval.
- Correct any problems found by the Graduate Office and/or Department Chair.
- Final notification of sign off by Graduate Office and Department Chair.