

## Thesis Guidelines and Contract

Therefore, you must do the work well in advance of any deadlines and allow ample time for several revisions. Several revisions are the rule rather than the exception, and if English is not your native language, additional revisions are often needed. Because of other demands on faculty members' time, they typically require one week turn-around each time you submit a revision. You must also anticipate that you will need to spend about a week making the changes based on each revision. As a general rule, final drafts of your thesis must be submitted to your committee no less than 10 working days prior to the scheduled defense. Again, no thesis defense may be scheduled after the college deadline for oral defenses. Faculty members are rarely available during the break between first and second semester or during the summer, so expect their availability to be limited to the Spring and Fall semesters only.

Now that you understand what is asked of you, the Graduate Committee asks that you and your committee sign a contract.

I promise to work at the highest level of my ability, meet deadlines set by my committee, allow committee members a one week turn-around period for each evaluation of my work, and understand that my committee chair will set a defense date only when he or she is satisfied that my work meets the standards set by the College and believes that I can successfully defend my thesis.

\_\_\_\_\_ (Student) \_\_\_\_\_ (Date)

As your committee chair, I promise to help you set an appropriate time line, to evaluate your work in a timely manner (one week turn-around period unless there are unforeseen or unusual circumstances), to set a defense date when I feel the work is ready, and to provide you with the best guidance that I can so that you can successfully defend and complete your thesis.

\_\_\_\_\_ (Committee Chair) \_\_\_\_\_ (Date)

As your committee member, I promise to evaluate your work in a timely manner ( one