Each graduate student in the Gallatin School completes a final thesis as the culminating project of the work toward a Master of Arts degree. The thesis may take one of three forms: a research thesis, performance thesis, or project thesis. In each case, the thesis represents a synthesis of the student’s accumulated knowledge and skill and an opportunity to display the ideas, practices, and/or artistic skills learned through the program. While the master’s thesis, unlike the doctoral dissertation, does not have to create new knowledge or break new ground, it does display the student’s ability to go beyond the mere collection of information, into synthesis, analysis, judgment and interpretation. Moreover, it should demonstrate the student’s familiarity with a substantial body of thought and literature, and illustrate “mastery” of some self-chosen field of study. This booklet lays out the procedures by which M.A. students, in frequent consultation with their advisers, work toward the creation of an acceptable thesis.

Scheduling Calendar
Students should discuss the scheduling of their thesis completion with their advisers several months before the deadlines stated below. In planning the date of the thesis defense, students should note that the completed thesis must be submitted to the adviser at least ten weeks before the defense date; after receiving the adviser’s approval, the thesis must be submitted to the Gallatin thesis reviewer and the third reader at least four weeks before the defense date. (Please note that these time allowances do not include university holidays such as the winter and spring recesses.) For example, if you are planning to defend your thesis on April 9, you must submit your thesis to your adviser for approval by January 23, and the final thesis to the thesis reviewer and third reader by March 5.

<table>
<thead>
<tr>
<th>If you are planning to graduate in:</th>
<th>The last day to submit your thesis to your adviser for approval is:</th>
<th>The last day to submit your thesis to your third reader &amp; the thesis reviewer is:</th>
<th>The last day to defend your thesis is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2004</td>
<td>October 17, 2003</td>
<td>December 1, 2003</td>
<td>January 23, 2004*</td>
</tr>
<tr>
<td>May 2004</td>
<td>February 20, 2004</td>
<td>April 9, 2004</td>
<td>May 7, 2004</td>
</tr>
<tr>
<td>September 2004**</td>
<td>July 16, 2004</td>
<td>August 27, 2004</td>
<td>September 24, 2004</td>
</tr>
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</table>

* Defending your thesis in January is contingent upon the availability of your committee members.
** Due to the limited availability of faculty during the summer months, students should consult with all three committee members before planning a September graduation. The September graduation is appropriate for students who have completed most of the thesis by the late spring.
Getting Started

Types of Theses
The thesis may take one of three forms: the research thesis, performance thesis, or project thesis. Students should discuss with their advisers which format is appropriate for the kind of project they want to do. For details about each type of thesis, please see the sections that follow in this booklet.

Research Thesis
The first type of thesis you may choose to write is essentially an extended research paper, approximately 50–125 pages in length. The research thesis consists of a systematic inquiry into some phenomenon, problem, or question that you will attempt to address or solve through research. This process will entail the collection and analysis of original material as well as already-published (secondary) sources using appropriate scholarly methods.

Performance Thesis
This thesis is appropriate for those students who wish to display the creative process in the performing, visual, or literary arts. For example, a student might make a film or video, choreograph an evening of dance, act in a play, mount an exhibit of paintings, or write a screenplay, novel, play, or collection of short stories, among other artistic endeavors. For students who choose the performance thesis it is expected that the thesis will represent the culmination of a Gallatin arts concentration in which the student has studied the genre under consideration.

Project Thesis
The final thesis option is to write a paper about a project: a professional activity designed and executed primarily by the student as a way of solving a problem. This thesis is especially appropriate for students in such fields as business, education, social work or public administration. The project thesis might appeal to those students who are active in their professions and who take responsibility for the creation of some kind of program or practice.

Planning Ahead
You should begin thinking about thesis topics midway through your program. Discussions with your adviser about your thesis interests may help in the selection of courses, independent studies or internships. Moreover, the Master’s Thesis Seminar will be more useful if you enter the class with a general idea about the topic of your final thesis.

Students should be aware that the thesis itself typically takes two semesters to research and write. A student expecting to graduate in the spring term should have the thesis proposal approved by the thesis reviewer no later than the middle of the fall semester and a draft of the thesis completed by the intersession.

The thesis is usually written during (and sometimes after) the term in which you register for the 3-credit course, Thesis and Defense (K70.2335). (In fact, Thesis and Defense is not a “course” in the traditional sense; it is the credit-block awarded for successful completion of the thesis.) Typically, you register for Thesis and Defense when you have completed 37 of the 40 credits required for the degree.

If you do not submit and defend your thesis during the term in which you have registered for Thesis and Defense, you must then register for the 1-credit course, Thesis Advisement (K70.2340), each term (including the summer, if you are working on the thesis and need faculty guidance) until you have successfully defended the thesis. Students should note that this 1-credit course is not included in the 40-credit requirement for the master’s degree and that it has a special tuition rate ($400 plus a non-refundable registration and services fee).

Prerequisites
By the time you enroll in Thesis and Defense, you should have completed:

1) the independent study, Review of the Literature (K70.2115) under the guidance of your adviser or another appropriate faculty member;

2) the Master’s Thesis Seminar (K70.2225); and

3) the thesis proposal (see section on “Thesis Proposals”); ideally, the proposal should have been approved by your adviser and the thesis reviewer.

These are the formal prerequisites for registering for Thesis and Defense. However, the process of conceiving and executing a thesis should actually begin well before the completion of 37 credits.
Before writing the thesis, you must submit a detailed proposal to the adviser and the thesis reviewer for their approval. While each thesis format (research, performance, and project) requires some variation in the proposal stage, all proposals should contain the following four parts: Thesis Statement; Research Methods; Justification and Limitations; and Conclusion.

The Research Proposal
1. Thesis Statement
This section should identify the major question, issue or problem the thesis will attempt to address. In this section you must articulate the exact problem and topic of the thesis. Here you should provide necessary background for the topic and clearly state and describe the approach chosen. This section will also mention appropriate references to the relevant literature. The thesis statement section must have the background information or history on your subject to orient your reader.

2. Research Methods
This section should identify and justify the methods by which you will gather and analyze information relevant to the thesis subject that has been articulated in the thesis statement. You should reflect on the broad analytical approach you will use and on the school(s) of thought that will inform your investigation of the problem. Moreover, the methods section will comment on the kinds of information you will need to address the central questions. What sorts of things will you need to find out? On the more technical level, this section specifies the precise steps you will use to collect and interpret that information (or “data”). What kinds of printed sources will be reviewed, and how will information from them be used? Who will be interviewed, and what kinds of questions will they be asked? What social contexts will be observed, and how will data be organized? If you plan to conduct experiments, describe them clearly. The proposal should refer to works on methodology pertinent to your field of study, or to examples of previous research employing the methods you propose to use. In general, the methods section should demonstrate that you know how to go about answering the question(s) you have posed.

3. Justification and Limitations

This section of the proposal should explain the rationale for the thesis and the importance of the topic. Indicate the reasons why this study is important to conduct and whom it will benefit. Identify the limits beyond which the inquiry will not go. For instance, if you are writing on a historical subject, explain the relevance of the time period you will be exploring. Finally, describe the contribution your work will make to the field.

4. Conclusion
This section should summarize the nature and intention of your work. Conclude your discussion and mention any pertinent information which may not have been included above.

The Performance Proposal
The performance proposal follows the same format as the research proposal in every way except for the following modifications:

1. Thesis Statement
The performance thesis consists of a performance and essay, and it is important to conceive of them as a coherent whole. You should therefore begin this section with a brief introduction which forms the framework for your entire thesis and which shows how the performance and essays work together. Include the following information under the heading “Thesis Statement:”

   A. Background Research Essay
   This portion of the proposal should be modeled on the “Thesis Statement” of the research proposal described above. The background research essay of the thesis (see section on “Performance Thesis” for details) is a scholarly approach to a problem or issue related to some aspect of your performance. This section of the proposal should explain that problem and provide the reader with relevant historical or critical information to place the subject in context.

   B. Performance Description
   Describe, as clearly as possible, the kind of performance you will present. Will it be a collection of short stories, a novel, an evening of dance, an exhibition of paintings, a film, etc.? Be careful to show how the presentation relates to the framework you have already laid out and
to your background essay. If it is a performance, state whether it will be viewed publicly or privately.

C. Artistic Aims Essay
Briefly mention the artistic goals that will guide you in mounting your performance. You may want to refer to particular artistic influences or genres that will inform your work, or describe the aesthetic from which your performance derives.

2. Research Methods
See “Research Methods” (p. 3) for the research proposal.

3. Justification and Limitations
This section should explain the importance of your work in the context of your particular artistic discipline. While you are not required to “justify” your creative work, you are being asked to discuss the contributions you think your overall thesis/performance will make to your field. Here you may also refer to some of the artistic reasons that led to your decision to embark on this particular project.

4. Conclusion
See “Conclusion” (p. 3) for the research proposal.

The Project Proposal
The project proposal follows the same format as the research proposal in every way except for the following modification to the thesis statement:

1. Thesis Statement
   A. Background and Problem
   Begin this section with a clear description of the background of your study and the social, institutional context which will frame your project. Be careful to describe as clearly as possible the problem you intend to address.

   B. Project Description
   Describe very clearly your specific project, what you hope to accomplish and how this project will solve the problem you previously mentioned.

2. Research Methods
   See “Research Methods” (p. 3) for the research proposal.

3. Justification and Limitations
   See “Justification and Limitations” (p. 3) for the research proposal.

4. Conclusion
   See “Conclusion” (p. 3) for the research proposal.
Proposal Format and Approval Process

Format of the Proposal
All proposals should conform to the following specifications:

Title Page
The title should be reasonably succinct, but descriptive enough to convey the nature of the thesis; the title page should include your full name, mailing address, the date of submission, and your adviser’s name.

Style Guide
You should indicate in the proposal which of the following three style guides you will use in preparing the thesis: Modern Language Association; Kate Turabian, Manual for Theses and Dissertations; American Psychological Association. (If you have a compelling reason to use another style guide, state the book and the reason.)

Length
The thesis proposal should be approximately 8 pages, excluding the annotated bibliography. Remember that this is a proposal, not the thesis itself; tell us what you propose to do and how, don’t do it.

Annotated Bibliography
This bibliography should contain brief commentaries on no fewer than 10–15 relevant source works.

The Approval Process
Please remember that you should not get very far into the production of the thesis before submitting the proposal and having it approved by your adviser and the thesis reviewer. You may waste a great deal of time by working on a thesis that is later rejected.

Adviser Approval
Before submitting your proposal to the thesis reviewer, you should work closely with your adviser until he or she is satisfied with your proposal. Your adviser must formally approve your proposal—by signing the “Master’s Thesis Proposal” form—before it can be submitted to the thesis reviewer.

Submitting Your Proposal
Your proposal, conforming to the specifications listed in “Format of the Proposal,” should be submitted to the Gallatin School accompanied by the “Master’s Thesis Proposal” form. In addition to indicating your adviser’s approval, the “Master’s Thesis Proposal” form serves as a kind of cover letter and preface to your proposal. It provides the reader with information about your academic and professional background, such as the courses, internships and independent studies you have taken and the jobs or volunteer positions you have held that prepared you to undertake the proposed thesis. The function of this form, with the proposal itself, is to establish your qualifications for the thesis work.

Thesis Reviewer Approval
The thesis reviewer will read the proposal and will notify you and your adviser whether it is approved. If your proposal is not approved, you should refer to the reviewer’s comments or suggestions and discuss these with your adviser, revise the proposal, and resubmit it on a new form with your adviser’s approval. Please allow two to three weeks for review of your proposal during the fall and spring semesters, and five to six weeks during the summer sessions.

When both your adviser’s and the thesis reviewer’s approvals have been obtained, you may commence full-scale work on the final thesis.
Research Thesis

The research thesis should address a specific issue or problem, developed in consultation with your adviser, and attempt to explore and solve that problem through the identification and use of scholarly sources. It is incumbent upon you to become familiar with other research that has been conducted in your field and to be aware of the key ideas, debates and gaps in that research.

Some General Advice

The topic for the thesis should emerge from your individualized program of study and should bring together issues or concerns that you have been grappling with during the course of the M.A. program. Some sample research topics include: The Theatrical Collaborations of Five Studio Artists from the Russian Avant-Garde; A Sense of Our Own Realities: The Life and Art of Alice Neel; and Battered Women Unbound: The Cultural Construction of Battered Women Who Resist Violence.

The thesis may take any number of methodological approaches, depending on the question and on your studies: historiography, literary criticism, an integrative review of previous research, ethnographic analysis, policy studies, program evaluation, biography, and many other possibilities. You should be able to justify your approach according to your particular research problem/issue. Keep in mind that the adviser is the primary person responsible for determining the criteria and standards by which you carry out the thesis and the relevance of the questions and issues posed. The thesis reviewer and the third reader confirm that judgment.

The body of the thesis should be organized into chapters, accompanied by an introduction, conclusion, and bibliography.
The performance thesis comprises both the performance itself and three accompanying essays. Therefore, you should conceive of the performance as a unified piece composed of the performance and the essays which enhance it. Members of the faculty committee will assess both the performance and the essays. The essays include: 1) an academic research paper related to the field of performance; 2) an essay on artistic aims and process; 3) a technical essay.

Please note: The technical essay does not apply to those students who are submitting a literary work.

Some General Advice

Be careful to keep records and a log of your performance as it evolves. This information can be used in your Technical Essay.

If you are writing a work of fiction, poems, a play, etc., for your thesis, you will submit this work to your adviser and other readers along with your essays. However, if you are presenting a performance, you need to arrange to have your adviser and other members of your committee see the performance. You are responsible for coordinating schedules and for notifying committee members so that everyone can view the piece. You should notify the thesis reviewer of the date of the performance at least one month in advance. In the event that one or more of the committee cannot attend your scheduled event, you should arrange to have the performance videotaped so people can see it later. Except in unusual circumstances, you must submit the first draft of the thesis to your adviser no more than three months after the performance.

Essays for the Performance Thesis

1. Background Research Essay

As stated above, this essay follows the description for the standard research essay. It is a scholarly endeavor and differs from the standard essay in terms of length and focus. The length is approximately twenty-five to forty pages. The focus of the essay is related to the performance and explores some aspect of the performance that the student wishes to study and develop through outside research. The essay might take the form of an analysis of a performance or literary genre; a history of an art form or phenomenon; a philosophical study of an aesthetic concept; or a critical/biographical analysis of the work of an influential artistic figure.

2. Artistic Aims Essay

In this essay, you are required to articulate your goals in mounting your particular performance. For example, what were you trying to accomplish in writing short stories, a screenplay, a novel, presenting an evening of dances or songs, making a film or mounting an art exhibit? What were the aesthetic choices you made and why? You should also explain your approach to the creative work (your style, genre, or school), any relevant artistic influences on your work, how your training influenced your artistic choices, and your intentions for particular elements of the performance. After you have carefully and clearly articulated these goals, you need to explain how your actual performance meets the stated goals. Use examples from your performance to illustrate these ideas. This essay should be approximately 10–15 pages in length.

3. Technical Essay

This essay is a description of the steps you actually took to physically mount your production. You will need to include such technical details as arranging for rehearsal and performance space; choosing the performers; finding/creating, costumes, materials, lights; raising funds and getting institutional support. This essay should be approximately 10 pages in length.

Note well: This essay is not required for those students writing a novel, poems, play etc.

Students may submit a portfolio, if appropriate. This would consist of any material, such as photos, slides, fliers, programs, videotapes, audiotapes etc. which might constitute an appendix and which might be helpful to a fuller understanding of the thesis.
Project Thesis

The project thesis consists of two elements—the project itself and the accompanying essay about the project. Remember that the project cannot simply propose a professional activity; the design must actually be carried out (at least in a pilot version) and evaluated. The project thesis is a combination of both this activity and the essay which explains, elaborates, justifies and evaluates the project. Both the essay and the project are judged by the committee. Some examples of projects: A student in education might develop and apply a new strategy for teaching reading to recent immigrants; a person working in a corporation might construct new methods for managing financial information; a community worker in a settlement house might organize a group of local residents to combat drug abuse.

Some General Advice
At each step, be careful to keep in touch with your adviser and with any other expert who can help you in your process. Keep careful records of the process by taking detailed notes of conversations, meetings, interviews, etc. If at all possible, arrange to have the members of your committee, especially your adviser, witness the project first-hand: Visit the site, talk with key actors, watch the program in operation. (This direct contact is highly recommended, but not required.)

Essay for the Project Thesis
The project thesis essay may take a number of forms and include a range of information. It ought to discuss at least the following elements:

1. Background
Consider the institutional or social context within which the project takes place. Describe the organization, the potential clientele or participants, and the larger environment (social, economic and political conditions surrounding the problem and the project).

2. Problem
Describe the particular problem or need that you address in the project. What causes that problem? How extensive is it? Have other attempts to solve the problem been made; if so, what were their shortcomings, and why are you trying another approach? Place the problem in its professional and academic context by referring to the appropriate literature.

3. Program
Describe the goals and objectives of your project and what you hope to accomplish. Describe how the program is designed and structured; for example, what kinds of activities will participants engage in, and in what sequence? What kinds of resources and techniques will be used? Justify your strategies and tactics by citing appropriate professional and academic literatures.

4. Implementation
Describe how the plan has been carried out. Use as much detail as you need to give the reader a sense of what actually happened, and to indicate the extent to which the reality matched the plan.

5. Evaluation
Describe the criteria for assessing the project and evaluation methods used. Justify the criteria and methods by referring to appropriate literatures. To what extent did the project accomplish the goals and objectives identified earlier?

6. Analysis
Citing relevant literature and the practical contingencies of the project, explain why the project did or did not achieve its stated purposes. Describe the factors (political, social, organizational, financial, psychological, etc.) that contributed to the process and to the outcomes. What changes—either conceptual or practical—would you make if you were to repeat or extend the project? What would you leave in place? Describe what you learned from the project about the original problem and about your strategy and tactics. Also consider the professional and theoretical implications of the project.

If necessary, put relevant documentary materials (flyers, important correspondence, budgets, etc.) in appendices.
Producing the Thesis

All Gallatin theses should abide by certain conventions regarding style and physical production. While the formats will not necessarily be identical, the documents should generally be consistent with the following guidelines.

Style Guide
Each thesis must conform to the style requirements of one of these manuals: American Psychological Association (APA); Modern Language Association (MLA); Turabian. (If you have a good reason for choosing another style book, say so in your proposal.) These books govern such matters as: formats for citations and bibliographies; page layouts and pagination; the use of specialized terms, etc. Whatever form you choose, use it consistently.

Content
Every thesis, whether research, performance or project, should include the following items:
1) a blank page preceding the title page;
2) a title page (see example);
3) a one-page, single-spaced abstract;
4) a table of contents, with page numbers; if necessary, a table of illustrations, tables or figures;
5) the body of the text, with appropriate headings for chapters, sub-sections or other parts;
6) appendices or portfolios as appropriate;
7) a complete bibliography (not annotated);
8) a blank page following the last page of the bibliography.

The following items may be included if the student wishes, and should be placed on one or more roman-nu-merated pages following the abstract and before the table of contents:
- a copyright;
- a dedication;
- acknowledgments;
- a preface.

Sample Title Page

<table>
<thead>
<tr>
<th>TITILE GOES HERE</th>
<th>by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name</td>
<td></td>
</tr>
</tbody>
</table>

Submitted in partial fulfillment of the requirements for the degree of Master of Arts to the Gallatin School of Individualized Study New York University Date

Layout Specifications
1) Cover: After the defense, return the final, typographically correct, edited copy of the thesis to the Gallatin office bound in a black snap-back binder. Leave the spine of the binder blank; the staff will produce a label in a standardized format.

2) Paper: The thesis must be typewritten or printed on white, bond-quality (20-pound) paper measuring 8 1/2" by 11". Do not use onionskin or erasable paper.

3) Type: The thesis must be typed or printed in black ink using an appropriate type-face (generally pica or elite size; italics are acceptable when the style book calls for them). The document should be produced on an ink-jet or laser computer printer.

4) Pagination: The paper should be numbered in arabic numerals, starting at 1 for the first page of text; pages before that (abstract, table of contents, preface, etc.) should be numbered in roman numerals, as indicated in the style book. Numbers should be placed consistently on the page: in the top middle, or top right, or bottom middle or bottom right.

5) Margins: Margins should be 1 1/2" on the left, top and bottom, and at least 1" on the right. Be sure to leave enough space on the left margin to allow some white to show even when the paper is in the snap-back binder.

6) Proofreading: The final copy of the thesis, which will be stored in the Gallatin School office, must be thoroughly and correctly proofread. The thesis readers will give you written and/or oral indications of typographical (as well as spelling and grammatical) errors that they find in the document. You will then make these corrections and submit the final copy of the thesis no more than thirty days after the defense.

7) Copyright and microfilm: To learn how to obtain a certificate of copyright for the thesis, write to:

Register of Copyrights
Library of Congress
Washington, DC 20559.

Information on having the thesis copied onto microfilm may be obtained from:

University Microfilms International
300 North Zeeb Road
Ann Arbor, MI 48106
(800) 521-0600.
Thesis Approval Process

Adviser Approval
Once the proposal has been approved, you should consult regularly with your adviser, and, if possible, your third reader (see below on choosing a third reader). During this period you should get references, clarify ideas or approaches, and submit drafts of chapters for feedback.

When you have completed the thesis document, you will submit a clean copy to your adviser for approval; this must be done no less than 10 weeks before your anticipated defense date. After you and your adviser have discussed any revisions, your adviser formally approves the final draft by signing the “Adviser’s Approval of the Thesis” form.

Selecting Your Committee
The defense committee consists of your adviser, the Gallatin thesis reviewer (second reader), and your third reader. As early in the process as possible (but no later than the time you submit your final draft) you and your adviser should choose a third reader for your defense committee. That individual should be an expert in your field and a member of the NYU faculty. In special cases for which there is no NYU faculty member available, the third reader may be recruited from the faculty of another university or professional institution. The selection of the third reader is subject to approval by the thesis reviewer and/or the M.A. Program Adviser. We strongly recommend that you share your thesis work with your third reader and include his or her ideas and suggestions as you progress.

If your adviser is a full-time Gallatin faculty member, then you should select a second reader in lieu of the thesis reviewer. The selection of the second reader is also subject to approval by the thesis reviewer and/or the M.A. Program Adviser.

Submitting Your Thesis
After receiving your adviser’s approval, you will submit the final draft of your thesis to the Thesis Reviewer and the Third Reader for their approval (see sections below); this must be done no less than 4 weeks before the defense. Students conducting a performance thesis must arrange to have the committee members see the performance no less than one week before the defense.

Please remember that your adviser should keep a copy of the final thesis; you are responsible for giving the thesis reviewer and the third reader their copies of the approved document.

Your thesis, conforming to the specifications described on the preceding page, should be submitted to the Gallatin School, accompanied by the “Adviser’s Approval of the Thesis” form. In addition to indicating your adviser’s approval, the “Adviser’s Approval of the Thesis” form also notifies the Gallatin School of the date and time of your defense, as well as the members of your defense committee (see below on scheduling the defense).

Thesis Reviewer Approval
The thesis reviewer will then read the document and will notify you regarding the approval of your thesis. The thesis reviewer may approve your thesis, but may still require some revisions before the defense. If your thesis is not approved or if substantial revisions are required, your defense date may have to be postponed. Your defense date will also be contingent upon approval of your thesis by your third reader.

The student should also be prepared to incorporate any changes recommended by the thesis reviewer, third reader, and the adviser prior to the thesis defense. When the thesis reviewer is satisfied that the document is ready for defense, she will notify you in writing.

Third Reader Approval
At the same time that you submit your thesis to the Gallatin thesis reviewer, you will also submit a second copy of your thesis directly to your third reader, accompanied by the “Third Reader’s Approval of the Thesis” form. The third reader should complete and return the approval form to Gallatin at least one week before the defense date.
The Thesis Defense

Scheduling the Defense
By the time you have submitted the final draft of the thesis, you should have arranged both the date and time of your defense with your committee members. To arrange your defense, you should first consult with your adviser and third reader regarding the dates and times when they are available. Then you should speak with the thesis reviewer, who will agree to one of the available slots. When an acceptable date and time are arranged, you should include this information on the “Adviser’s Approval of the Thesis” form, which you will submit with your thesis. In addition to the date and time of your defense, you must provide Gallatin with the names of your committee members and their mailing addresses. Gallatin will send a defense confirmation letter to you, your adviser, the thesis reviewer, and your third reader.

Please note: The student is responsible for acting as the liaison among the three members of the defense committee. Students must work with their committee members to find an acceptable date. The defense will, of course, be contingent upon final approval of the thesis itself by all three committee members. If one of the members rejects the paper, or requests substantial revisions, the defense date may have to be postponed unless changes can be made in time.

Defending the Thesis
On the appointed date you will defend your thesis in a one-and-a half hour discussion with the three members of your committee. If your thesis is approved at the defense, they will sign the final approval document and forward it to the Student Records Office. If they ask for revisions, you will have a specified amount of time to produce them and have them approved. (Such revisions may or may not set back your graduation date, depending on how long they take.) The committee may also ask for minor editorial changes, which will not delay your graduation. Once you have passed your defense, you are eligible for graduation, assuming you have met all other requirements.

Submitting the Final Thesis
Within 30 days after the defense, you must submit to the thesis reviewer the final, corrected copy of your thesis, completely proof-read, typed on the appropriate paper and bound in the appropriate cover. (Please see "Producing the Thesis," p. 9.) This copy will be placed in the Gallatin Thesis Library.

Matriculation Policy
As a rule, students must be matriculated during the semester they defend their thesis. Students defending during the spring semester for May graduation should be registered for spring; students defending during the fall term for January graduation should be registered for fall. However, please note the following: students who are defending the thesis in September for September graduation should not matriculate for the fall term; and students defending in January for January graduation should not matriculate for the spring semester.

If you do not submit and defend your thesis during the term in which you have registered for Thesis and Defense, you must then register for Thesis Advisement each term (including the summer, if you are working on the thesis and need faculty guidance) until you have successfully defended the thesis.