**Thesis Track**

In addition to HIS 5060, thesis students must complete 21 hours of graduate course work including a minimum of nine (9) credits at the readings (5000) level, and a minimum of 9 credits at the research (6000) level. To ensure proper distribution of seminars by field, graduate students must take a minimum of twelve (12) hours of course work in their primary or thesis field, and at least nine (9) hours in a non-thesis field. [Checklist for Thesis Track](http://www.fau.edu/history/ThesisTrack1.pdf).

**Application for the M.A. Thesis option**  
All students admitted to the M.A. program in History will be on a non-thesis trajectory. Students may switch to the M.A. thesis option under the following conditions:  
  
1. Students must have achieved a minimum overall GPA of 3.75 in their graduate program by the end of the second semester of full-time study (or after completing 15 credits studying part time);  
  
2. Students must submit the following to the director of Graduate Studies prior to the last day of class of the second semester of full-time study (or the last day of class of the semester when the student will have completed 15 credits studying part time):  
  
a. A brief paragraph indicating which professor ideally would serve as thesis advisor and explaining why the student would like to work with that particular professor;  
  
b. A 3-5 page overview of the thesis (explain what the thesis is about, how existing literature on the topic is deficient, and what the thesis is proposing that is new) and a preliminary bibliography.  
  
After grades are in for the semester during which the student is applying for the thesis option, the director of Graduate Studies will verify the applicant's overall GPA; if this falls below 3.75, the student must pursue the non-thesis option.  
  
If the student meets the GPA requirement, the director of Graduate Studies will forward the application to the graduate committee members. The committee will communicate its decision to the Graduate Studies director, who will inform the student whether the project is accepted and, if so, under what conditions the student may proceed to write the thesis. If the application is not approved, the student must pursue the non-thesis option.

If approved for a thesis, the student's thesis advisor will put together a three-member thesis committee to oversee the research and writing of the thesis. This proposal and determination of the thesis committee must be submitted and approved by the graduate director and department chair before the student can register for thesis credits. The foreign language requirement must also be met before the student is permitted to enroll in thesis research.

**Procedure Required of Master’s Students Engaged in Writing Theses**

Early in the writing stage, each student should obtain from the Dean of the Graduate College a copy of the Requirements and Guidelines for Graduate Theses and Dissertations which provide important information on how to prepare the final thesis manuscript.

**Mechanics and Procedures for the Thesis**

1. Thesis chapters are normally submitted to the thesis director as they are written. After corrections and changes are completed by the student, the preliminary copy of the full thesis should be submitted to and read by the other members of the thesis committee, who will then provide their own comments for additional revision. It is the student’s responsibility to see that each procedure is carried out according to these guidelines.

2. During the semester in which the thesis is to be defended, the student must be registered. Final copies of the thesis must be in the hands of the thesis committee at least ten (10) days prior to the defense and oral examination. If the student completes the defense and oral examination successfully, final revisions to the manuscript must be made immediately so the committee can sign the approval page. From here the student should submit the final thesis to the Graduate College it accordance with its procedures (see above).

3. It is important that students factor their research, writing, and thesis committee editing time into their graduation plans. In most cases, the thesis must be completed in the early weeks of the semester in which the student plans to graduate so as to have time for revisions to be made and a defense and oral examination scheduled. Thesis defenses and oral examinations are held only during the fall and spring semesters. For more specific thesis deadline dates see the graduate history bulletin board located outside the history graduate director’s office.

**Qualifying Exam for Thesis Students**

In order to give history graduate students at Florida Atlantic University a higher-quality learning experience and to better prepare those who plan to enter Ph.D. programs, all students will take a qualifying examination in their last semester before obtaining the M.A. degree.

The qualifying examination for thesis-track students will be an oral examination consisting of a defense of the thesis along with questions related to the larger field in which the thesis is located. (For example, if the thesis is on a topic related to the Cold War, the larger field the student would be tested on might be U.S. History since 1945.) This examination will be given by all three members of the student's advisory committee and it will be sixty to ninety minutes in length. The student's advisor will continue to be responsible for scheduling the thesis defense, and students should contact all committee members in advance to see what they recommend in terms of adequate preparation, especially for the field questions. No notes or books may be used by student during the defense and field examination. In order to pass this exam students must receive a unanimous decision from the advisory committee. Should they not pass the first time, they will be able to revise their theses and/or prepare further for the field questions, and then Students considering the thesis-track option should contact the graduate director regarding this intention within the first month of the semester *before* they plan to begin taking thesis research credits. After consulting with pertinent history faculty members, the graduate director will inform these students if the thesis option has been approved. If so, thesis-track students must submit, with their Plan of Study, a three-to-five-page thesis proposal, worked out in consultation with their proposed thesis advisor and other members of their thesis committee (see below). Before registering for thesis credits this proposal must be submitted and approved by the graduate director and department chair, and the student must have also fulfilled the foreign language requirement.

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Early in the writing stage, each student should obtain from the Dean of the Graduate College a copy of the [Requirements and Guidelines for Graduate Theses and Dissertations](http://www.fau.edu/graduate/forms-and-procedures/degree-completion/thesis-and-dissertation/index.php) which provide important information on how to prepare the final thesis manuscript.

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**Fall Semester 2015 Thesis Deadlines:**

**Final copy of Thesis to M.A Committee no later than**

September 18

**Suggested deadline for thesis defense**

October 2

**Completed thesis to Chair of Department**

October 23

**Suggested date for thesis to go to Dean of the College**

November 2

**Thesis due to the Graduate College**

November 13

**Spring Semester 2016 Thesis Deadlines:**

**Final copy of Thesis to M.A Committee no later than**

February 5

**Suggested deadline for thesis defense**

February 26

**Completed thesis to Chair of Department**

March 11

**Suggested date for thesis to go to Dean of the College**

March 25

**Thesis due to the Graduate College**

April 8

**Degree Application**

Early in the semester prior to the semester of your anticipated graduation (e.g. early Fall Semester for Spring graduation), you must do the following:

1. Obtain and complete [Application for Degree](http://fau.edu/registrar/pdf/Application_for_degree.pdf)

2. Make an appointment with the Department of History's Director of Graduate Studies for a review of your transcript to ensure that all requirements have been met. Bring "Application for Degree" form with you.

3. Return "Application for Degree" form to the Department of History for the Chair's review and signature.

4. The Registrar's Office must receive your completed and signed "Application for Degree" by the deadline listed on FAU's [Academic Calendar.](http://www.fau.edu/registrar/pdf/acadcal1516.pdf)

5. Failure to complete the "Application for Degree" process on time prevents you from participating in commencement exercises.

6. Verify your local and permanent addresses on the [MyFAU](https://myfau.fau.edu/cp/home/displaylogin) system. Be sure these addresses are current as the Registrar's Office Commencement tickets for your guests.

7. If you have any questions, please contact the History Department's Director of Graduate Studies (561-297-3593) and/or the FAU Graduate College (561-297-3624)