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.

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.

Selection of a Thesis Committee

Once the students have been recommended for the thesis track they should meet with the graduate director to discuss the formation of a committee. Students will then approach a professor in the appropriate field of study to discuss the nature and requirements of a thesis. If the professor chooses to take on the prospective thesis student, that professor then become the student's academic advisor and will after consultation choose two additional professors to serve on that student's thesis committee. Thesis committees that require participation of faculty members not at FAU or outside the discipline must have graduate committee approval. It is not solely the student's responsibility to form the thesis committee.

Thesis Proposal and Bibliography

After being recommended for the thesis track and forming a thesis committee in consultation with the proposed thesis director, thesis students must submit to the graduate director for approval a five-page thesis proposal. The proposal must contain the following:

1. A narrative summary stating the subject of the thesis and the working hypothesis that has been shaping the research (1-2 pages).
2. A one-page working outline of chapters with potential subheadings.
3. A preliminary bibliography of primary and secondary sources (1-2 pages). Students may not register for thesis credits until this proposal has been approved by the graduate director and department chair.
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 in 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 participate in another defense and examination but not less than one month later. If they do not pass the second
time they are dismissed from the program. Those students who achieve a superior performance in the defense and field exam will be designated as having passed "with distinction." Students must be enrolled at FAU during any semester in which they take the exam.

**Fall Semester 2014 Thesis Deadlines:**

- **Final copy of Thesis to M.A Committee no later than**
  - September 19
- **Suggested deadline for thesis defense**
  - October 3
- **Completed thesis to Chair of Department**
  - October 24
- **Suggested date for thesis to go to Dean of the College**
  - November 3
- **Thesis due in Office of Graduate Studies**
  - November 14

**Spring Semester 2015 Thesis Deadlines:**

- **Final copy of Thesis to M.A Committee no later than**
  - February 6
- **Suggested deadline for thesis defense**
  - February 27
- **Completed thesis to Chair of Department**
  - March 13
- **Suggested date for thesis to go to Dean of the College**
  - March 27
- **Thesis due in Office of Graduate Studies**
  - April 10
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

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.

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 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)