

Florida Atlantic University
College of Engineering and Computer Science
Guidelines for Thesis Students
Effective Date: Fall 2003

Rationale

1. Enhancing quality of thesis research
2. Tracking SACS compliance of theses research
3. Tracking progress and performance of theses students

Policies/Procedures/guidelines – MS Theses

1. Each MS (thesis option) student must write a brief thesis proposal (typically one page) and provide it to the members of his/her thesis supervisory committee for approval. It is recommended that each MS (thesis option) student keep members of his/her thesis supervisory committee informed about the progress of his/her thesis research and ask for their comments/suggestions to improve his/her thesis research. There should be a minimum of one semester duration between the time when the thesis proposal is approved by the thesis supervisory committee members and the time thesis is defended.
2. Each MS (thesis option) student must register for an appropriate number of thesis credits in each semester when thesis research work is performed, including the semester when thesis is defended. Please note that a candidacy form must have been filed before registering for thesis credits.
3. Each MS (thesis option) student must submit his/her thesis to the members of the supervisory committee at least one week prior to the defense. The thesis advisor should submit a thesis report (using the attached form) to the office of Associate Dean and coordinate the time and the date of the thesis defense. The Associate Dean or his/her designee will attend the defense as an observer and prepare a thesis defense report using the attached form.
4. All thesis supervisory committee members must make every effort to attend thesis defense. This is a very special moment for students and presence of all supervisory committee members adds to making this event a respectful event. The thesis defense to be well advertised so that rest of the faculty members and students (particularly the faculty member overseeing the graduate programs in the student's department) and other graduate students may also attend the defense.

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Rationale

1. Enhancing quality of dissertation research
2. Tracking SACS compliance of dissertation research
3. Tracking progress and performance of dissertation students

Policies/Procedures/guidelines – PhD Dissertation

1. Each doctoral student must file his/her candidacy form as soon as possible after passing the qualifying examination.
2. Each doctoral student must write a dissertation proposal and present it to the members of his/her dissertation supervisory committee for approval as soon as possible after passing the qualifying examination. After this step, each doctoral student must meet with his/her dissertation committee at least once a semester and present the progress in his/her research to the committee members. The dissertation committee members are encouraged to critique student's research and provide helpful comments/suggestions at these meetings. There should be at least six months duration between the time the dissertation proposal is presented and approved to the time the dissertation is defended.
3. Each doctoral student must register for an appropriate number of dissertation credits in each semester when dissertation research work is performed, including the semester when dissertation is defended. Please note that a candidacy form must have been filed before registering for dissertation credits.
4. Each doctoral student must submit his/her dissertation to the members of the supervisory committee at least two weeks prior to the defense. The dissertation advisor should submit a dissertation report (using the attached form) to the office of Associate Dean and coordinate the time and the date of the thesis defense. The Associate Dean or his/her designee will attend the defense as an observer and prepare a dissertation defense report using the attached form.
5. All dissertation supervisory committee members must make every effort to attend dissertation defense. This is a very special moment for students and presence of all supervisory committee members adds to making this event a respectful event. The dissertation defense needs to be well advertised so that rest of the faculty members and students (particularly the faculty member overseeing the graduate programs in the student's department) and other graduate students may also attend the defense.

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MS / PhD Defense Report

Today's Date: _____

Student's name: _____

Thesis / Dissertation: MS Thesis PhD Dissertation

Student's Department: _____

Advisor's name: _____

Committee members: _____

Associate Dean or Designee: _____

Defense start time: _____

Duration of defense: _____

Duration of question & answer: _____

Comments from the Associate Dean or Designee:

Signature

Date