

Request for Comm 598 – Final Thesis

Semester	Year	Name	Student No.
Sequence	GPA	No. and Street	
Home Telephone Number		City	Zip

THESIS REQUEST: Attach:

- 1) Copy of Approved Study Plan, 2) A Copy of Defended Thesis Proposal**

Deadline: Request must be approved before end of the add period for appropriate semester.

Thesis Title: _____

Estimated date of final thesis defense: _____

SUPERVISORY COMMITTEE:	SIGNATURE	DATE
Chair:		
#2:		
#3:		

 Graduate Adviser's Approval

FINAL THESIS RESULTS: Please return completed copy of form to the graduate adviser as soon as a recommendation is available.

Date of Final Thesis Defense: _____

COMMITTEES RECOMMENDATION (PASS/NO PASS) _____

SUPERVISORY COMMITTEE:	SIGNATURE	DATE
Chair:		
#2:		
#3:		

Copies to: 1 – each member, 1-Graduate Adviser, 1-Student's Dept. File, 1-Student (optional)

A Note about the Thesis

1. A thesis is defined by the Office of Graduate Studies as the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. An oral defense of the thesis is required. A thesis proposal based on the model used in Comm 508 and/or Comm 509 is required and must be defended before enrolling in the final 3 units of thesis credit. The defended proposal must be submitted with the Request for Comm 598 – Final Thesis form.
2. The Department of Communications requires that the final version of the thesis be submitted for approval **at least six weeks** prior to the last day of classes of the appropriate semester. The deadline for submission to the university thesis reader is **two weeks prior to the last day of classes**. For summer completion, the student should check with the Office of Graduate Studies for appropriate deadlines. The Office of Graduate Studies must receive notification from the Titan Bookstore by the **last day of final examinations** for the appropriate semester or session that the thesis has been deposited there and the fees paid.

A Note to the Student

1. All-university format guidelines are included in the **Graduate Thesis Regulations Student Handbook** which has been developed to assist the student in preparation of a thesis. Copies are available in the Office of Graduate Studies. **It is the student's responsibility to make certain that the requirements are met. The student is strongly advised to become familiar with the instructions in the manual.** Variations from procedures and regulations should be referred to the Office of Graduate Studies for approval.

1. In addition to the university format guidelines, each academic unit may select a supplementary style manual to be followed in matters of documentation and bibliography. Students should consult their thesis committee chair concerning the style manual used. If the academic unit does not recommend a specific style manual, the student should refer to *A Manual for Writers of Term Papers, Theses, and Dissertations* (most recent edition) by Kate L. Turabian.

2. Final approval on format is given by the Office of Graduate Studies on the "Thesis Approval Form."

Consult the CSUF Catalog for more requirements, procedures, and deadlines.