

## **THESIS**

1. The thesis option requires prior approval of the thesis proposal by the Director. The proposal should detail the issues, methodology, and sources, and list the advisory committee members. The thesis should be based on a significant amount of primary source material, at least 40%, unless compelling reasons are adduced.
2. The student chooses a Chair and in consultation with this person, two other members of a thesis committee. If a student is pursuing a dual degree with Business, Library Science, or SPEA, then the dual degree school must be represented on the committee. *The thesis committee must be registered at CLACS and approved by its Director.* A guide to thesis preparation for the student is available on the Graduate School Website <http://graduate.indiana.edu/thesisGuide.php#III>.
3. The Chair is responsible for keeping track of the student's progress with the thesis. The other two committee members may be involved to a greater or lesser degree, according to their preferences.
4. When an acceptable first draft of the thesis is completed, the Chair advises the Center that the oral exam on the thesis may be scheduled. The oral exam on the thesis is to be taken at least two weeks before the end of the semester in which the degree is to be granted.
5. At the conclusion of the oral exam, the thesis committee comes to an agreement regarding the student's performance on the MA thesis, with the following options: the thesis passes without revision; minor revisions are recommended or required; the thesis fails. If revisions are required, the Chair withholds signature until the specified revisions are accomplished to the satisfaction of the committee. Committee members may choose to delegate to the Chair responsibility for verifying completion of the revisions. The final evaluation is submitted to CLACS on the form provided after the chair obtains signatures from each committee member.

You also have the option of taking a final examination and those requirements follow:

## **FINAL EXAMINATION**

1. A written exam must be passed in the last semester of course work. At the discretion of the director, an oral examination may be required following the written examination.
2. The student chooses a Chair and in consultation with this person, two other members of an exam committee. These should be professors with whom the student has worked in the MA program. The exam committee must be registered at CLACS and approved by its Director.
3. The Chair takes the initiative in creating the written exam by discussing the student's program with the other two committee members and soliciting questions from them. The Chair then constructs a preliminary draft of the exam, to be reviewed and approved by other members of the exam committee. The exam will require up to three essays to be written over a span of four hours or less. Normally, the written exam will be scheduled at least six weeks before the end of the last semester of course work.
4. The written exam is read and evaluated by all three members of the exam committee, each member being responsible only for the evaluation of his/her own questions(s).
5. If applicable, the exam committee convenes with the student for the oral exam within four weeks of the written exam. The oral exam may cover areas addressed in the written exam, as well as other aspects of the student's MA program. The student should be allowed the chance to complete or correct portions of the written exam in the oral exam.
6. After completion of the exam(s), the exam committee evaluates the student's performance on the exam(s), coming to agreement on a rating of high pass, pass, or fail. In case of failure, the committee may recommend a remedial project (e.g. a review essay or an annotated bibliography) or may insist that the student go through the exam process again.