DEPARTMENT OF GEOLOGY
THESIS INFORMATION PACKET

Graduate Studies Web site: www.cwu.edu/~masters

→Important deadlines for proposals and CWU forms:
  →Graduate Course of Study Form
  →Graduate Committee and Option Approval form
  →Folder check (first week of quarter of graduation)
  →Thesis Brief and Thesis Permit Forms (3 weeks before thesis defense)
  →Application for degree and binding fees (after the oral defense)
→Thesis punchlist
→General Thesis Regulations (Graduate Studies and Research Office)

DUE DATES

Year One

Fall quarter
  →Begin to think about your thesis topic. Geology 501 is a good class to use formulating potential topics.

Winter quarter
  →Now is the time to focus on a thesis topic and preparing a thesis proposal for presentation. Geology 503 will help you formulate a thesis topic and guide you through the thesis proposal review and presentation.
  →Submit Graduate Course of Study Form to the Graduate Office. This form is available on the Department website (Dept. forms). Fill this form out with your advisor.
  →By the end of winter quarter, try to complete your thesis proposal review and presentation.
  →After your thesis proposal is approved and signed by all committee members, submit the Graduate Committee and Option Approval form to the Graduate Office in Barge 305. Often signed and turned in at thesis proposal presentation in Spring Qtr.
  →Various small grant applications due (optional). List handed out in 503 class.

Spring quarter
  →Your thesis proposal review and presentation must be approved by your committee this quarter. In addition, the Graduate Committee and Option Approval form must be submitted after your review and presentation.
Year Two

*Summer* → Collect field and/or laboratory data. Meet with your advisor on a regular basis.

*Fall quarter*

→ Synthesize all field and/or laboratory data. Meet with your advisor on a regular basis.

*Winter quarter*

→ Complete a folder check from the Graduate Office. This must be completed one quarter before graduation.
→ Begin writing thesis.

*Spring quarter*

→ Complete your thesis draft and thesis punchlist.
→ Submit complete draft of thesis to thesis advisor. The first draft must be submitted at least 2 months before your planned oral exam/defense.
→ Submit your Thesis Brief and Thesis Permit to the Graduate Office. The format of your Thesis Brief is available from the Graduate Office. Your Thesis Brief must be submitted at least 2 weeks before your scheduled oral exam/defense. Thesis Permit is due 3 weeks prior to oral exam/defense.
→ Conduct successful oral exam/defense. Oral exam can be no later than 2 weeks before the end of the quarter in which you intend to graduate. (See Graduate Office for dates).
Revise your thesis as indicated by your thesis committee. Almost all students will have revisions to make after their oral defense! Keep this in mind when scheduling.
→ Once content revisions are complete, get Graduate Office approval of formatting before printing on cotton. Submit three final copies of your thesis by the deadline date of degree completion to the Graduate Office. The thesis must be submitted on 100% cotton rag paper.
→ Make sure you complete your application for degree ($11.00? fee) and Binding fee ($48.00? for three copies) to the Graduate Office after your Oral Exam.

**ADDITIONAL INFORMATION**

Total units required for Master’s Degree in Geology: 45-55 in 400, 500 level classes.

At least 25 credits must be 501 or above.

At least 30 credits must be on a graded scale.

595 – 0-10 credits can be applied to degree.

700 – a maximum of 6 credits can be applied to degree; can be split in any way.
596 – recommend no more than 10 to be applied to degree.

Electives by advisement with committee.

Committee is three members of Graduate Faculty, two of whom must be in Geology. Chosen in consultation with Adviser.

You must be registered for a minimum of 2 credits during the quarter you complete your thesis (that is, your degree is conferred).

Folder check: done by Graduate Office. Can initiate this after pre-registration of final quarter. This procedure ensures that you have completed your Graduate Course of Study as indicated on the form. It also checks your grade point average and candidacy requirements. Advancement to candidacy and final examination scheduling is ONLY permitted during your final quarter.

Permit to schedule thesis defense is issued from the Graduate Office. This signals that all requirements up to the thesis defense have been fulfilled.

Thesis Brief includes information about previous degrees, the Course of Study, and biographical data.

Advancement to Candidacy:
1. Completion of course requirements set out in Course of Study form. Exceptions are possible, but paperwork is involved.
2. Completion of thesis.
3. Attainment of cumulative grade point average of 3.0 or better for all courses taken since admission to graduate program and all work included in Course of Study.
4. Completion of any additional departmental requirements.
5. Fulfillment of statute of time limitation (6 years).

Submission of Thesis:
1. Thoroughly read the Thesis Regulations Packet before final submission. It is wise to take a copy to the Graduate Office for a preliminary check in order to NOT WASTE $$$ Xeroxing an incorrect document.
2. Thesis must include an abstract (150 words or less) that must also be submitted.

Note: most of the information included in this document can also be found in Course Catalogue. Refer to this if you have questions or ask the Graduate Office.