

EDINBORO UNIVERSITY OF PENNSYLVANIA

**MASTER'S AND DOCTORAL COMMITTEES AND
THESES/DISSERTATIONS**

Policy No. B011

Recommended for Approval: Philip Ginnetti, Provost and Vice President for Academic Affairs

Approved by: James Moran, Interim President on September 6, 2011

Review Date: As Required

INTENT

The purpose of this policy is to establish the composition of master's and doctoral committees and the procedures by which a thesis is produced and defended.

POLICY

The term "thesis" is used to include the master's thesis and the doctoral dissertation. The School of Graduate Studies and Research approves the format of the thesis.

A thesis committee will be composed of no fewer than three members. All members of a doctoral committee must hold a doctoral degree. Successful completion of the thesis requires approval of a majority of the committee.

PROCEDURE

- A. A faculty member agrees to be the committee chair at the candidate's request. After the chair and candidate agree on a research topic, the chair assists the candidate in selecting other committee members.
- B. The thesis committee chair and at least one other member must be from the candidate's program and be full members of the graduate faculty. Members external to the candidate's program may be added with the approval of the Dean of Graduate Studies and Research. A majority of the members of all committees must be full members of the graduate faculty at Edinboro University. The committee will designate a member of the committee from outside the program to represent the Dean of Graduate Studies and Research and the entire graduate faculty.
- C. After approval of the research topic by the entire committee, the proposed committee and research topic is submitted to the Dean of Graduate Studies and Research. **Research activity should not begin until the research topic and committee are approved by the Dean of Graduate Studies and Research, and any necessary Edinboro University compliance committee approvals are obtained.**

- D. Once the research topic and committee are approved, the School of Graduate Studies and Research will request that the Office of Records and Registration register the candidate for thesis credit.
- E. Upon approval of the Dean of Graduate Studies and Research, doctoral committees may have an additional non-voting member who does not hold a doctoral degree, if that person provides special content expertise to the committee.
- F. The thesis must be made available to the committee at least two weeks prior to the defense.
- G. A public seminar is required as part of the defense for all theses. The public seminar must be announced via email to all Edinboro University faculty at least two weeks prior to the event, with specific notification going to the Provost, School Dean, and Dean of Graduate Studies and Research. The seminar will be open to the public, with time for questions.
- H. Successful completion of the thesis requires approval of a majority of the committee.
- I. An unbound copy of the final, edited version of the thesis must be delivered to the School of Graduate Studies and Research for approval of format two weeks prior to the last day of the semester in which the candidate intends to graduate.
- J. The thesis must be submitted to the library for binding before the close of the semester in which the candidate intends to graduate.

RELATED UNIVERSITY POLICIES

A009 – Graduation Requirements
B010 – Graduate Faculty Status

CONTACT INFORMATION

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