

MA International Studies Thesis Committee Form Instructions

The Thesis Committee Form must be submitted via the online submission portal within the first three to four weeks of the semester the student intends on defending the thesis. This is typically the second term of IS 698: Thesis. The student should request two additional faculty members to serve on their thesis committee. All three committee members must sign the form agreeing to serve on the thesis committee.

The thesis committee will consist of the Committee Chair (the thesis director), a Second Reader, and a Third Reader. The student will select a committee with guidance from the thesis director. The Second Reader must be full-time faculty member of Wilkinson College. The Third Reader should be a relevant specialist and does not need to be a member of Wilkinson full-time faculty. If the third reader is not a Chapman University faculty member, please contact the Graduate Programs Coordinator. **Part-time instructors may not serve on thesis committees.** The Committee Chair and both Readers are required to participate in the thesis defense.

No faculty member can serve as a member on more than six committees in a single semester and, especially if directing one or more thesis projects, should limit participation to four.

The Thesis Committee Form requires a date and time for a thesis defense. That planning should be a part of the committee's forming discussions. The student and thesis director should build a timeline based on the term's deadlines for thesis defenses and library submissions. The scheduled date and time may be tentatively set, and any changes should be communicated to the Graduate Programs Coordinator.

Once completed, the student distributes the form as follows:

- Submit a scanned or electronically signed form to the online thesis committee approval form, keeping the original for their record.
- Provide one copy to the thesis director and each committee member; these can be digital or hard copies, or scanned and sent as an attachment in an email.

MA International Studies Thesis Committee Form

Student's Name: _____

Student's Chapman Email Address: _____

Student's Chapman ID Number: _____

Expected Term of Thesis Defense: _____
Example: Spring 2024

Expected Date of Thesis Defense: _____
Please consult [the university's deadlines for thesis defenses](#).

Student Signature: _____ Date _____

Thesis Director (Print Name): _____

Thesis Director Signature: _____ Date _____

Second Reader (Print Name): _____

Second Reader Signature: _____ Date _____

Third Reader (Print Name): _____

Third Reader Signature: _____ Date _____