

Wilkinson College of Arts, Humanities, and Social Sciences Graduate Thesis Committee Form Instructions

The thesis committee form must be submitted within the first four weeks of the semester during which the student is enrolled in 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. Under certain limited circumstances, part-time lectures may serve on thesis committees. If the third reader is not a Chapman University faculty member, or, a part-time lecturer, please contact the Graduate Programs Coordinator. All committee members 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 specific 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 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 the student's record
- Provide one hard or scanned copy to the thesis director and each committee member

Once the completed form is submitted and distributed, contact administrative department staff or the Graduate Programs Coordinator and request that a room be reserved for your two-hour thesis defense.

**Wilkinson College of Arts, Humanities, and Social Sciences
Thesis Committee Form**

Student's Name: _____

Student's Chapman Email Address: _____

Student's Chapman ID Number: _____

Expected Term of Thesis Defense: _____

Example: Spring 2025

Expected Date of Thesis Defense: _____

Please be aware of University and program deadlines for the thesis defense.

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
_____	_____