

## **MA English Thesis Committee Form Instructions**

**The Thesis Committee form must be submitted within the first three to four weeks of the semester during which the student is enrolled in ENG 597B: MA 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. Part-time lecturers may not serve on thesis committees. If the third reader is not a Chapman University faculty member, please contact the Graduate Programs Coordinator. The 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 the student's record
- Provide one copy to the thesis director and each committee member; these can be hard copies or scanned and sent as an attachment to an email.

Once the completed form is distributed, contact the Administrative Assistant or Senior Administrative Assistant in the Department of English, or the Graduate Programs Coordinator, and request that a room reserved for your two-hour Thesis Defense.

## MA English 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 \_\_\_\_\_