Student

Full Name:

AndrewID:

Expected Graduation Date:

Thesis Title:

Thesis Proposal Document and Initials

Please prepare a document describing your thesis and research, and provide each proposed Committee member a copy for review. In addition, please attach a copy to this form and have each proposed Committee member initial each page. Proposals are typically 1-2 pages, but there is no length requirement.

Committee Members and Approvals

Committees consist of least two members, each with advising privileges within CSD, at least one of whom is designated as an Advisor or Co-Advisor. Committees may contain additional members without advising privileges within CSD, as appropriate. All Committee members must be present for the presentation/oral, so students are advised to balance the benefit of naming more than two formal Committee members with the attendant logistical complications.

	Name	AndrewID	College/Department
Advisor			
	Sign and Date Here to Approve		
Co-Advisor or 2nd Member			
	Sign and Date Here to Approve		
Additional Member			
	Sign and Date Here to Approve		

Student Acknowledgement and Approval

Permission to undertake a Master's thesis is a privilege. It is neither a requirement of, nor a right for, MS in CS students. Coursework in support of an MS thesis, other than listed as Qualifying, is not necessarily Qualifying. Approval of supporting coursework, such as research or independent study courses, as Qualifying is contingent upon the acceptance of the thesis and satisfactory performance in associated requirements, such as the oral exam. Acceptance of this Proposal by the Program does not indicate acceptance of the thesis, the granting of any academic credit, the satisfaction of any requirement, or progress toward graduation.

Student signature and date	*Sign and Date Here to Acknowledge and Approve*
Print name and AndrewID	*Print name and AndrewID here*

Approval of Proposal by the Program Director or Designee

Signature and date	*Sign and Date Here to Approve*
Print name of signer	
Signer title/role	

1. **Find an Advisor**
   - Work with an Academic Advisor and/or your course instructors to identify potential research advisors. Please do not "Cold call" faculty.

2. **Form a Committee and Plan Your Thesis Research**
   - After finding a suitable advisor, and at the appropriate time, work with your advisor to refine your research ideas into a thesis proposal and to form an appropriate Committee. As your Committee begins to take shape, revise the proposal with their input in mind.

     Please note that it is customary for potential thesis advisors to insist that students engage in research with them, work on specific problems, and/or collaborate within their research groups for before agreeing to serve as a thesis advisor, or even to discuss the possibility. This time serves to demonstrate a student's ability and motivation, ensures a good advisor-advisee match, and helps the student develop the appropriate background. This often cannot be rushed.

3. **Get approval**
   - Once your thesis proposal has taken shape and appropriate faculty have agreed to serve on your committee, complete the *Thesis Approval Form* and collect the required signatures. This should not be the first time that your advisor, committee members, or MS in CS advisor have learned of your plans. If done well, this step should feel as if purely a formality.

4. **Do the Research and Write Your Thesis (With the Advice of Your Advisor and/or Committee)**
   - This is the most fun part. It is *highly advisable* for you and your committee to agree on a mid-semester milestone and also to agree on a date when you will begin writing.

5. **Defend Your Thesis**
   - When your thesis advisor and committee believe that you are ready, schedule a thesis presentation and oral exam.
   - Thesis presentations should be scheduled only during academic periods -- not during holidays, weekends, etc., and should be scheduled in normal business hours. Exceptions must be approved by the director of the MS in CS program.
   - Coordinate the date with the committee members and finalize the date at least one month in advance. This allows time for review of the document, feedback from the committee, and revision. Try to include the MSCS Director or Associate Director in scheduling so that one of them can attend.
   - Be sure to check with Tracy Farbacher (tracyf@cs) before finalizing the date, to make sure there are no conflicts, such as other MS in CS thesis defenses.
   - Tracy will help you to reserve an appropriate room, normally one that is accessible by the public and that can accommodate about 30 people.
   - Tracy normally announces defenses at least one week prior to thesis presentation date. If you don't see an announcement within this amount of time, please double check with Tracy.
   - Please carbon copy your thesis advisor on all correspondence to Tracy.

6. **Provide Information for Posting**
   - In order that your presentation defense can be properly advertised, provide the following to Tracy (tracyf@cs) no later than one week in advance of the presentation:

     o Date
     o Time
     o Place
     o Title
     o Thesis committee members and advisor(s)
     o Thesis abstract -- Less than 350 words describing the thesis. Send via email, ascii text only.
     o Pointer to the thesis document – Send the .pdf document or a link to it.

7. **Presentation and Oral Examination**
   - There are, of course, forms, for example to record the committee's approval. Obtain these from Tracy (tracyf@cs) well in advance.

8. **Submitting Your Thesis**
   - Double check for a properly formatted title page.
   - Coordinate with Catherine Copetas (copetas@cs) for the publication of your thesis as a SCS Technical Report. This normally involves giving her the .pdf, after any edits required by your committee have been made.
   - Send the final .pdf to Tracy (tracyf@cs). Do this even if it has not changed since the copy you gave her before your defense.
   - Give Tracy an actual, real, paper copy of your final thesis, printed double-sided.

9. **Before Leaving Campus**
   - Check with Tracy (tracyf@cs), your Academic Advisor, and your Research Advisor to make sure that all loose ends are tied and that you are set to graduate.