

STEPS TOWARDS A MASTER'S THESIS

Students should read the [Thesis Manual](#) for comprehensive information regarding thesis processes and thesis formatting. The guide below serves merely as a starting point for thesis students to ensure materials are received by the College of Graduate Studies and Research in a timely manner.

SEMESTER(S) BEFORE GRADUATION

1. Consult with advisor in department and complete an [Application for Appointment of Graduate Thesis Advisory Committee](#) after determining a topic of research for the thesis. The form with departmental signatures should be routed to the College of Graduate Studies and Research, who will then assign a representative outside of the academic department to the committee. Students will receive notification once their committee is in place. The committee should be consulted when preparing the thesis proposal and thesis. Therefore, it is recommended to have a committee appointed *early in the semester* for which a student plans to submit a proposal.
2. ASU strives to provide students with a strong and ethical foundation in research. Therefore, certain thesis projects may require approval from ASU's Institutional Review Board (IRB), Institutional Biosafety Committee (IBC), and/or the Institutional Animal Care and Use Committee (IACUC) before research can begin. Students and advisors may determine whether IRB/IBC/IACUC approval is required for research by reviewing the [Research Compliance](#) website. Receiving an approval from the IRB, IBC, or IACUC may take anywhere from **2 to 8 weeks**. Students are encouraged to obtain approval *by the end of the semester* prior to which their research will begin. Thesis proposals will require the [IRB Consent Form](#), [IBC Protocol Form](#), or [IACUC Protocol Form](#) as an appendix upon submission. Thesis submissions will require an approval letter from the IRB/IBC/IACUC to be included as an appendix.
3. Two copies of the thesis proposal should be submitted to the College of Graduate Studies and Research. Further information on the required materials that should also be sent in with the proposals can be found on page 3 of the [Thesis Manual](#). Students must submit their proposal with all appropriate signatures to the Graduate Dean according to the following deadlines:
 - a. December graduation – August 1st
 - b. May graduation – December 1st
 - c. August graduation – March 15th

SEMESTER OF GRADUATION

4. Students and/or committee chairs should coordinate a time and place with committee members for the thesis defense to occur. The College of Graduate Studies and Research should be notified by the committee chair once a time and day is decided upon by the

committee. Please view ASU's [Academic Calendar](#) for the last day to schedule a thesis defense. It is recommended that the thesis defense occurs *well ahead of the deadline* for thesis submission so that students have sufficient time to incorporate suggestions made by the committee at the defense.

5. Students must submit their thesis with a signed physical signature page to the College of Graduate Studies and Research according to the deadlines posted on ASU's [Academic Calendar](#). Further information on this initial submission, such as other required materials, can be found on page 14 of the [Thesis Manual](#). Students will be notified of any necessary edits found on the initial copy and should submit revised copies in a timely manner to avoid any delays with graduation.

Remote students should designate a representative from their academic department to print and submit a physical copy of the thesis to the College of Graduate Studies and Research adhering to the same deadlines.

After corrections are made and the thesis has the approval of the Graduate Dean, students may then bring copies of the thesis that they would like bound and payment. Copies and payment for binding must be received in the College of Graduate Studies and Research ***by 5pm on the Wednesday before the last class day of the semester for May and December graduates.*** August graduates should bring their copies and payment ***by 5pm on the Monday before the last class day for the summer semester.***

6. Once the student submits copies for binding, they will receive further instruction on electronically submitting their thesis to Vireo, which is located at <https://asu-etd.tdl.org/>. The Vireo submission should be completed ***as soon as instruction is given*** by the College of Graduate Studies and Research to avoid delays with graduation.