Name_____G#_____
               Last   *First*

Mason Email_____Phone_____

Catalog Year (Year you entered the Program)_____   Current Semester_____

Printed Name of Chair_____

Thesis CRN# Request: Please submit the information below to the S-CAR Graduate Advisor
in order to receive the **CRN #** to register for your *first* semester of thesis. Please provide all
information to ensure your timely registration. Forms should be submitted by the final day of the semester Add/Drop
deadline, as fees will occur for Late Adds.

Please attach the following Information

1. Descriptive paragraph or abstract of thesis topic. (300-500 words)

2. *Thesis completion schedule with dates. Please use the attached Thesis Completion Schedule Form.*

3. Signature of Thesis Chair below.

_____   _____
Student's Signature   Date

_____   _____
Chair's Signature   Date

_____
Graduate Advisor Signature   *Date*

CRN #_____

Semester_____

S-CAR MASTER'S THESIS COMPLETION SCHEDULE

Use this worksheet to plan your Thesis schedule. Refer to thesis.gmu.edu for information about thesis completion and submission. ***Include your dates on the lines below.***

- **INTENDED GRADUATION DATE** (Use this date to plan your thesis completion schedule)

_____

- **SELECT & CONFIRM THESIS CHAIR AND COMMITTEE** (Chair signature needed for first thesis CRN#)
- *1 year prior to submission date*

_____

- **SUBMIT THESIS PROPOSAL TO CHAIR AND COMMITTEE**
- *10 months prior to submission date*

_____

- **COMPLETE HUMAN SERVICES REVIEW BOARD EXAM & APPLICATION IF NEEDED FOR RESEARCH** http://oria.gmu.edu/
- *8 months prior to submission date*

_____

- **CONDUCT RESEARCH, ANALYZE DATA, AND BEGIN COMPOSITON OF FIRST DRAFT**
- *7 months prior to submission date*

_____

- **SUBMIT FIRST DRAFT OF THESIS TO CHAIR AND COMMITTEE**
- *3 months prior to submission date*

_____

- **CONSULT UNIVERSITY THESIS & DISSERTATION SERVICES (UDTS) FOR FORMAT REVIEW**
- *4 weeks prior to submission date*

_____

- **SUBMIT & RECEIVE FINAL APPROVAL OF THESIS FROM CHAIR AND COMMITTEE**
- *2 weeks prior to submission date*

_____

- **SCHEDULE SUBMISSION CONSULTATION WITH UDTS**
- *2 weeks prior to submission date*

_____

- **SUBMIT THESIS WITH SIGNATURE SHEET**
- *Check http://thesis.gmu.edu/submission.html for final submission dates*

_____