Thesis

Master’s Thesis Committee

Following admission to a masters program, the student in a degree program that requires a thesis confers with the degree program coordinator of the academic program and selects an advisor, or “major professor,” from among the graduate faculty who have permission from their department chair to direct a Masters thesis and who are willing to assume the responsibility. Master’s thesis committees must be formulated by masters students in masters programs requiring a thesis. In some programs, the chair may be assigned to the student. The committee must consist of a minimum of three members of the Graduate faculty, including the student’s major professor, who will serve as Chair of the committee. In some instances, a Co-chair may be part of the committee makeup.

Only faculty holding Member (Full) Graduate Faculty status may serve as the Master’s Thesis Committee Chair. If there are more than three members on the committee, there must be greater than 50% GSU faculty representation. The committee may include not more than one voting non-Georgia Southern University faculty. This individual must hold Affiliate Graduate Faculty status at Georgia Southern University, be appointed to the graduate faculty, and be approved by the dean of the College of Graduate Studies. Adjunct faculty cannot not serve on a Master’s Thesis committee.

The student must submit the completed Application for Thesis Title and Committee Member Approval Form (http://cogs.georgiasouthern.edu/student/forms) to the College of Graduate Studies for committee approval and have the non-Georgia Southern committee member complete the online process (https://w3.georgiasouthern.edu/cogs/externalcommitteemembers). The College of Graduate Studies gives final approval for non-Georgia Southern committee members. Changes in the Committee membership must be submitted on the Committee Member Change (http://cogs.georgiasouthern.edu/student/forms) form and be approved by the College of Graduate Studies.

The College of Graduate Studies Continuous Enrollment policy states that “All thesis students who have registered at least once for courses titled thesis or dissertation must be continuously enrolled every semester thereafter, including the semester of graduation. Summer registration is not required unless summer is the graduation semester.” Check with your major advisor to see if your college has a different, or additional, continuous enrollment requirement(s) that apply.

- A grade of “IP” will be recorded for all thesis or dissertation credit hour work in progress and will automatically be recorded each semester the student is enrolled.
- The grade of “S” or “U” must be recorded for all theses or dissertation credit hours when completed.
- The advisor and/or major professor will report a final thesis or dissertation grade of “S” or “U.” Any reported grade other than “S” or “U” will be changed to an “S” or “U” grade according to the following: REPORTED GRADE OF “A”, “B”, “C” = “S”, “D”, “F” = “U”
- Upon completion of the thesis, or dissertation requirements, final grades for preceding semesters will be changed to the appropriate grade.

Should a student not register each semester as required by the continuous enrollment policy, the student will be required to register and pay tuition and fees for the missed semesters. Tuition and fee payment is due for the missed registration semesters at the beginning of the semester the student resumes his/her study providing the student is eligible to return and resume registration.

A student who has been approved for a medical or a non-medical leave of absence is not required to be registered while under the approved leave period.