

Note: The most common error that graduate students make is underestimating the amount of time it takes for approval between the completion of a first draft and the submission of the final copy to the Graduate Division. Please plan on at least two months for that process, and more if your draft needs a lot of work. Give your committee members several weeks to read and respond.

Consider that Montezuma Publishing also takes a substantial amount of time to review most formatted theses and for that reason, they typically list a “No-Risk” deadline for submission in early April for a May graduation. If you work backwards from this date, then you would need to have a complete draft of your thesis done by early February in order to post a spring graduation. In other words, even though you may not be registered for 799A until your fourth semester, it would be necessary to complete much of the writing prior to that time if you hope to graduate at the end of that semester.

Thesis Topic

Develop a thesis topic and question that engages your interest and that contributes something new to the field.

Relationship with Committee Members

Develop relationships with those who might serve on your committee and engage them in conversation about your plans.

Thesis Proposal

Write a thesis proposal that includes a research question, discussion of its significance or contributions, a literature review, a detailed description of methods, and a complete bibliography.

Feedback

Meet with your committee members to get feedback on your proposal prior to beginning the empirical portion of the study.

Advanced Candidacy

Make sure you have Advanced to Candidacy the semester prior to registering for 799A (Thesis). To advance to candidacy, you should have a Program of Study approved and have completed 601, 515, and 516 (or its equivalent).

Early Start to Writing

Start writing the portions you can (Literature Review, Methods, History, etc.) the semester prior to enrolling in 799A.

Register for 799A

Register for 799A, which you do by collecting a [form from the Graduate Division](#), getting signatures from your committee, and returning the form. This class shows up as 3 units on your transcript; however, it counts as full-time study for purposes of financial aid.

Revise drafts

Revise drafts of your chapters as advised by your Chair, and later as advised by your other committee members.

799B Thesis Extension

If the writing, formatting, and process of approval are not all completed within the deadlines for a graduation in the semester you have enrolled in 799A, you can enroll in 799B (Thesis Extension) in order to be registered the semester that you will in fact graduate with a complete, approved, and formatted thesis. 799B can count as part-time or full-time study for financial aid purposes, and you may need a letter from your chair attesting that you are working on your thesis full time if you need that designation. The good news about 799B is that you can take it through Extended Studies instead of through regular registration, and the cost is much less than regular fees. They also permit a later registration, if you are not certain whether you will finish in a given semester; check with them regarding their deadlines.

Application to Graduate

The key thing is to be registered in the semester you submit your complete and approved thesis in order to graduate, and to have submitted an Application to Graduate (which you obtain from the Graduate Division) to the Cashier (\$55 fee).

If you will be working on your thesis part-time, or if you need to stop work on your thesis for a period of time before completing it, you do not need to register at all in the meantime.

If you miss the no-risk deadline for submitting your thesis in the semester that you intended to graduate but are able to have it approved by your committee, formatted, and submitted to Montezuma Publishing prior to noon on the last day of the semester, you do not need to pay for registration the following semester, but instead only need to submit the Application to Graduate with the \$55 fee again to the registrar. Your graduation would then get posted the following semester.

Signature Page

Once all committee members are satisfied with your thesis and the revisions you have made, collect their signatures on a formatted signature page (<http://www.montezumapublishing.com/thesis1/ThesisFormatting/DoitYourselfFormatting.aspx>)

Formatting

Format the thesis according to the guidelines in the SDSU Masters Thesis and Project Manual. You may also opt to pay someone do the formatting for you. The

Thesis Manual is available online at no cost to students.

For information about formatting requirements and the Thesis Review process, visit the Montezuma Publishing's Thesis Review Page

(<http://www.montezumapublishing.com/thesis1/ThesisandDissertation.aspx>).

Manual: <http://www.montezumapublishing.com/Portals/4/docs/DTM.pdf>

Templates:

<http://www.montezumapublishing.com/thesis1/ThesisFormatting/DoitYourselfFormatting.aspx>

Submission to Montezuma Publishing

Submit the formatted thesis to Montezuma Publishing to have the formatting approved.

Deadlines for Submission:

<http://www.montezumapublishing.com/thesis1/ThesisDeadlines.aspx>

Await Notification

Wait for the Graduate Division to process your thesis and notify you that you qualify for graduation (if you have completed all other requirements).

For more information, contact: Graduate Adviser Department of Political Science San Diego State University 5500 Campanile Drive San Diego, CA 92182-4427 psgrad@mail.sdsu.edu	Helpful Links: Graduate Division: http://gra.sdsu.edu/grad/gramain.html Montezuma Publishing: http://www.montezumapublishing.com
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