The following constitutes the Department of Political Science thesis policy and guidelines as adopted on October 5, 2004.

Graduate students nearing completion of the MPA program may register for three or six credits of thesis, POL 590. Once a student has chosen a thesis advisor, the department policy requires a minimum of **FOUR** consultations with the advisor. These consultations may be conducted in person, by phone, by email or by traditional mail.

1) First Consultation- Thesis topic discussed with advisor and approved
2) Second Consultation – Student provides brief outline of thesis. This may be accompanied by an annotated bibliography or literature review chapter.
3) Preliminary Thesis Draft – It is recommended that students submit chapters of the thesis for review as they are completed. The latest deadline for submitting a first draft of the thesis is **EIGHT WEEKS** prior to the Graduate School deadline for thesis submission for the semester in which the student anticipates graduation. This first draft will include the literature review, body of the thesis, and preliminary conclusions chapter.
4) Final Thesis Draft – This final draft of the thesis, with all chapters completed, including introduction, methodology section, literature review, conclusion, charts, tables and graphs where applicable, and bibliography is to be submitted to the thesis advisor no later than **FOUR WEEKS** prior to the Graduate School deadline for thesis submission for the semester in which the student anticipates graduation. This will allow time for editorial changes.
5) Completed Thesis – The completed thesis and signature page in compliance with the Graduate School requirements for binding must be submitted to the thesis advisor or the departmental secretary **ONE WEEK** prior to the Graduate School deadline for thesis submission for the semester in which the student anticipates graduation. This will allow sufficient time to obtain all needed signatures.

This thesis submission schedule may be modified by the thesis advisor to accommodate extraordinary circumstances due to illness, student or faculty workload, or University calendar changes. In the event that the student and faculty advisor are unable to reach agreement on the content and editorial changes needed for completion of the thesis, the thesis advisor shall submit the thesis draft to another MPA faculty member for approval/disapproval of the thesis.

This policy constitutes the **minimum** thesis requirements for advisement. Individual thesis advisors may chose to impose additional consultation requirements.

A signed copy of this policy will be retained by the student and the thesis advisor.