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## Timeline to Completing Thesis: Fall 2009

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### Fall 2008 (a whole year before you intend to graduate)

Review the seminar papers you have written during your tenure as a graduate student. Choose one paper that you would like to expand into a thesis. Contact the professor of that course and arrange a meeting to gain advice about how to develop your ideas; she or he will most probably be the chair of your committee. You may develop a thesis topic without having written a seminar paper on it, but it may be a lot harder to manage the topic. Ask one or two other professors to be your readers. Arrange to meet with them.

### Spring 2009

- Work closely with your committee.
- File your thesis proposal (Proposal for Culminating Experience [PCE]).
- Be sure that you have also submitted your Graduate Approved Program (GAP) and Proposal for Culminating Experience (PCE) by at least the prior semester.
- If you have not yet passed Phil 896, you should be taking it now.

### August 2009:

- Arrange meetings with your committee and with the Graduate Advisor. Add Phil 898 (the thesis course) **by obtaining a permit number** from your thesis advisor. Talk with your thesis advisor about a do-able timeline for you to complete our thesis and for your advisor and committee members to read your drafts and to give you comments. Note that you will use these comments to make revisions; note also that in the majority of cases these revisions will be substantial. Be sure to give everyone involved enough time.
- Go to Administration 254 to check on formatting details for the thesis. Well before you submit your thesis, you should know exactly how your thesis needs to be formatted.

### Fall 2009

- If your topic and/or committee has changed, resubmit your PCE by the deadline (**October 1, 2009 to Thesis Committee; October 22, 2009, to Dr. Sowaal**).
- By **September 25, 2009**, submit to Graduate Studies your typed Application for Graduation: <http://www.sfsu.edu/~gradstdy/degree-application/> (be sure to get your signatures a week or so before this date).

### November 3, 2009

- Complete the final draft of your thesis no later than this date (ideally, you complete your thesis well before this date). Note that a completed draft of a thesis is the last of many drafts; note also that it is a draft that has been vetted by all of the members of your thesis committee. This means that each thesis committee member has agreed that your thesis is acceptable. Once each has done so, notify your thesis committee chair.
- If your committee has approved your thesis, then (by this date, though earlier is better) you should contact Philosophy's office staff and schedule your oral exam. It would be prudent to begin these arrangements much earlier than this date, as there are a number of students finishing each semester. Note that faculty are sometimes out of town for conferences; you will need to plan with them to find a date and time when everyone is available for your oral exam. Your thesis committee chair will explain to you how the oral defense is conducted (if you ask).

### **Beware of some timing issues:**

- Each oral exam should be scheduled such that there is a period of **two weeks** before the actual exam. During these two weeks, your completed thesis will be available in the Department of Philosophy so that any interested party can read it.
- Note that the last day to have an oral exam is **November 17, 2009**. This date ensures that if you need to do additional work on the thesis, you have two weeks to do so before the final paperwork is due to Graduate Studies.

### **Note also:**

- The office staff will make a public announcement of your oral exam date. The office staff will need the following: title of your thesis; date, time, and place of the defense; names of committee members.
- The office staff will prepare the necessary forms that the committee members will sign. The student and committee chair should be sure that the office staff knows which of the following forms to prepare:
  - Report of Completion of Culminating Experience
  - Others, as needed:
    - Change in title of thesis;
    - Change in committee;
    - Change of grade (if 898 was taken an earlier semester)

### **November 17, 2009**

- This is the last date you can take the oral exam.
- If you pass the exam without condition, there are several people who will need to sign your Report of Completion of Culminating Experience form: your committee members, the Graduate Advisor, and the Chair of the Department (the College Graduate Coordinator may substitute for the Chair).
- If you pass the exam with conditions, you will receive these conditions in writing from your committee.
- Results of the exam
  - a. If you pass the exam without condition, print out your thesis on bond paper and to the formatting specifications required by the university.
  - b. It is not uncommon that students receive a conditional pass for their exam. If you receive such results, you will have until **December 10, 2009** to fulfill any conditions and print your exam on bond paper and to the formatting specifications required by the university.
- Request that your committee members sign the thesis.

### **December 10, 2009**

- By this date, you should bring your thesis to Graduate Division.
  - They will certify that the thesis is signed.
  - They will also check to see that it was formatted correctly.
  - They will give you a thesis receipt.
- By this date, you should bring your thesis to Rapid Copy at the library. (Note that Rapid Copy may have moved due to library renovations.)
  - They will charge you (somewhere between \$30-50) for a library copy.
  - Please purchase the Department of Philosophy a copy as well. And purchase one for yourself, your buddies, etc.

**Go to graduation.** (This is not required, but it is recommended! The Philosophy Department throws a great party! Please invite your family and friends.)