

THESIS PROJECT PROCEDURE 12/16/2021

PROJECT PROPOSAL

BEFORE starting your thesis project you must first establish your thesis committee.

1. Chair (professor from CCA)
2. 2nd Member (professor from CCA)
3. Outside Member (professor or professional from outside CCA)

AFTER your committee is formed – you propose to the committee which project you want to create for your thesis.

The committee **MUST** approve your project selection **BEFORE** start of the thesis project.

PROJECT CREATION

As you create the approved project you must keep the committee informed of your progress.

Any changes to the project (or changing of projects) must be approved by the committee.

The committee will require you to provide them with timely updates as you proceed.

PROJECT DEFENSE

Once the project is **COMPLETED** – you may apply to defend the project and graduate.

The student must coordinate with the **ENTIRE** committee to find a time (and place) to hold the 2 HOUR defense.

The completed project must be provided to the committee for review several days before the defense.

On the date/time of the defense the committee will gather with the student. The committee will ask the student to defend their work - questions about creative choices, etc.

At the end of the defense the committee will meet privately and decide whether to:

- 1) Pass the project and graduate the student.
- 2) Ask for changes before passing the project.
- 3) Deny the project and make other recommendations.