



Master's Thesis Guideline Dates – 2022-2023

Spring Thesis – 2023

February 17

Student identifies the proposed second and third readers and informs the Graduate and Special Programs office (via the Thesis Subject and Proposed Reader form). The **second reader** is normally a faculty member in the department in which the student is preparing his/her thesis. The **third reader** should be someone external to the department who is qualified to assess the form and content of the thesis.

February 17

Student submits outline and chapter draft to thesis director. Second reader should be shown the general scope of the thesis and asked to discuss the outline.

March 31

Student submits **final draft** to the thesis director. Third reader must be confirmed by this time.

Last day of classes (May 4)*

Student submits **final electronic copy** to the thesis director. The director forwards thesis and **evaluation forms** (from the Graduate and Special Programs office) to second and third readers.

Last day of exams (May 12)

Thesis director approves the final copy. Student submits the thesis in final form (one Word document and one pdf) to the Graduate and Special Programs Office, along with a signed Digital Archives Permission Form. (The thesis will be forwarded to and catalogued by the Smith College library.)

Deadline for grades (May 15)

Thesis director collects evaluation forms from the second and third readers, compiles a final grade, and submits all three forms to the Graduate and Special Programs Office.

Graduate and Special Programs Office submits final grade to the registrar and notifies the student as soon as possible after commencement.

* If thesis cannot be completed on schedule, the student must contact the Graduate and Special Programs office as soon as possible to request an extension. The deadline for such a request is the last day of classes in the semester in which the thesis is due. A continuation fee of \$60 per semester will be assessed when the student is not enrolled in course credits.