Guidelines for a Successful Thesis Based Master of Science Program

• **Class Schedule.** Develop a class schedule for your first semester with assistance of your major advisor.

• **Registration.** Register for classes online through mySFA.

• **Graduate Research Advisory Committee Members.** During your first semester form a graduate research advisory committee under the direction of your major advisor.

  Committee members for Forestry students will consist of no fewer than three members of the SFA Graduate Faculty; two of whom must be Forestry Faculty. (example: major research advisor and two other faculty members)

  Committee members for Environmental Science students must consist of no fewer than three members of the Graduate Faculty affiliated with the Division of Environmental Science. (example: major research advisor and two other faculty members)

**Degree Plan.** Develop a degree plan with the assistance of your major advisor during your first semester. All committee members must sign. After signatures are obtained, turn the form in to Mary Ramos. This form is located on the Forestry website for forestry students
(http://forestry.sfasu.edu/student-life.academic-guidelines-and-forms.html).

Environmental Science students will locate this form on the Environmental Science website
If a degree plan is not on file by the end of the first semester a registration hold will be placed on students.

- **Credit Hours.** Forestry students must complete a minimum of 24 credit hours of graduate-level coursework and 6 credit hours of FOR 590 (thesis) for a total of 30 credit hours.

  Environmental Science thesis-based programs require the completion of 30 credit hours of graduate-level coursework and 6 credit hours of ENV 590 (thesis) for a total of 36 credit hours.

- **Thesis Research Proposal.** The research proposal should be completed by the end of the first year.


- **Graduate School Representative.** Select a Graduate School Representative after your thesis proposal has been approved. They must be present at your defense and their signature is required on several forms. Refer to the guidelines for selecting a graduate school representative.

- **Apply for Graduation.** Go to the Registrar’s website [http://www.sfasu.edu/registrar/grad/instructions.asp](http://www.sfasu.edu/registrar/grad/instructions.asp) and check the deadline for applying as well as the form. This form must be turned in to the Registrar’s Office. It is customary to apply for graduation during the semester prior to graduating.

- **Final Semester.** You must be registered for at least one credit hour the semester that you defend your thesis.

- **Formatting Thesis.** Take a copy of your thesis to the Graduate School to be checked for formatting issues. Check the Graduate School website
The Graduate School is located in the Vera Dugas Building, Liberal Arts North, 4th floor.

- **Thesis Defense/Exam Date.** Discuss date with all committee members. Check with Mary Ramos on date, time, and availability of rooms.

- **Application for Thesis Defense/Exam.** This form is located on the Forestry website for Forestry students. Environmental Science students will locate this form on the Environmental Science website [http://environmental.sfasu.edu/index.php?option=com_content&view=article&id=43:master-of-environmental-science&catid=3&Itemid=14](http://environmental.sfasu.edu/index.php?option=com_content&view=article&id=43:master-of-environmental-science&catid=3&Itemid=14). All committee members must sign. After signatures are obtained, turn the form in to Mary Ramos. Check the Graduate School website [http://www2.sfasu.edu/graduate/](http://www2.sfasu.edu/graduate/) for the deadline of when this form is due in the Graduate School.

- **Report of Thesis Defense/Exam Form.** This form is located on the Forestry website for Forestry students. Environmental Science students will locate this form on the Environmental Science website. All committee members must sign and then turn the form in to Mary Ramos after your defense/exam. Check the Graduate School website [http://www2.sfasu.edu/graduate/](http://www2.sfasu.edu/graduate/) for deadline of when the results of your exam must be received by the Graduate School.

- **Program Assessment Forms.** During the semester in which you plan to graduate, ask Mary Ramos about filling out program assessment forms. Following your defense, pick up the forms from Mary Ramos, fill out the forms and return to her.

  Environmental Science students must check with Dr. Farrish concerning assessment forms.

  **You are responsible for obtaining the signatures of all committee members on any form where signatures are required.**
All forms must be turned in to Mary Ramos, located in FO 100. She will forward them to the Division Director for Environmental Science (if applicable), Associate Dean, Dean, and appropriate offices for their signatures.

Other Important Procedures After You Defend

- **Associate Dean.** Please make an appointment with the Associate Dean, Dr. Hans Williams, for an exit interview. You may contact him at 936-468-2313 or by email at hwilliams@sfasu.edu to set up an interview.

- **Thesis Corrections.** Make any corrections to your thesis recommended by your committee.

- **Printing.** A minimum of four copies must be printed of your thesis. You may use the Printing Services on campus or other retail copying services. Your thesis must be printed on white 20 lb. fine business paper, 25% cotton and must be printed, single-sided only.

- **Committee Signatures.** Get all committee members to sign your thesis signature page, including the graduate school representative.

- **Binding.** Contact Diane Tomlin at the library in person or by phone 936-468-1671 concerning payment for binding and mailing any copies of your thesis. She will have some paperwork for you to fill out. They do not accept credit cards at the library. Cash or checks only.

- **Envelopes for Theses.** Place each copy of your thesis in a separate envelope with a copy of your title page taped to the outside of each envelope.

- **Deadline for Turning in Your Thesis.** Check the Graduate School website http://www2.sfasu.edu/graduate/ for deadline.
• **Graduate School.** Take all copies of the final version of your thesis along with your binding receipt for proof of payment to the Graduate School. They are located in the Vera Dugas Building, Liberal Arts North, 4th floor.

• **Timeline for Binding.** It may take six to eight months from the time the Graduate School sends your thesis copies for binding to be returned to SFASU.

  **Congratulations you made it!**