



MASTER THESIS REQUIREMENTS AND DEADLINES

Master of Science in Water Resources Science and Technology

Listed below are the major steps that should be completed for the MS degrees (Thesis Track) in Water Resources Science and Technology. In all cases, the student is responsible for filling out the forms and getting the signatures of all committee members before bringing the form for Departmental approval.

A master's degree student must complete all requirements for each specific graduate degree within **five years** of initial registration for that degree. Graduate credits older than those stipulated are not applicable toward a graduate degree without written approval from the Vice Provost for Research and Graduate Studies.

1. Advisory Committee and Degree Plan

MS students must identify a thesis advisor, form an Advisory Committee, and file an approved **Degree Plan**. The composition of the Advisory Committee must include 3-5 members, including the thesis advisor, possessing the necessary expertise in the subject field relevant to the thesis topic. At least one-third of the Committee members must hold their primary appointments outside of the degree program.

Deadline: Students should complete the degree plan approval and form an Advisory Committee by the end of the first semester or after the student has completed 9 credit hours (normally their second semester) and no later than 120 days prior to the final oral or thesis defense. See the Graduate Catalog, the Graduate Studies calendar, or contact the Office of Research and Graduate Studies (ORGS) for precise deadlines.

2. Thesis Proposal

Thesis 5306 is used for Research Track students. The thesis requires 6 semester credit hours of grades, the first 3 semester credit hours consisting of a *proposal*, and the last 3 semester credit hours consisting of a *thesis*. The student should be enrolled in 5306 during semesters or summer terms when the student is receiving supervision from the research advisor, thesis committee, or is receiving a research stipend.

The student **MUST** be registered for the thesis course during the semester of graduation. A thesis proposal signed by the student and the thesis committee constitutes the minimum requirement for the student to receive a letter grade on the first three hours of thesis. The thesis proposal **MUST** be approved prior to enrolling in the last 3 SCH of Thesis 5306.

The student must submit a Master of Science thesis proposal as described in the Graduate



Catalog. The student should bring the **Proposal Approval Page**, already signed by the committee, to the advising office for the Department approval signature.

If the thesis research will involve human subjects, animals, infectious biohazards, or recombinant DNA, then the student must check with the Research Compliance Coordinator (llong@tamusa.edu), ORGS, to ensure that they have met all compliance responsibilities. A copy of the appropriate approved research compliance approval form must be submitted with the research proposal.

The department has no additional requirements for the proposal beyond that it be approved by the student's Advisory Committee (as shown by the submission of the signed Proposal Approval Page) and that it meets any requirements stipulated by the ORGS. Thus, students should consult with their advisors for guidance on preparing their proposals.

As a rule of thumb, most proposals are about 25 pages long, excluding the cover page and the table of contents. The proposal should include a description of the problem to be studied, an overview of the related work, a brief summary of any preliminary results, and a description of the research objectives and the planned approach. The bibliography should follow the Name-Year System, i.e. APA. The proposal content should be double-spaced, standard margin (1" on all four edges), and numbered. Times New Roman should be used as the standard font style with a font size of 12 for text and headings.

3. Apply for Graduation

Students must submit a signed Degree Plan in order to graduate. The deadline for the submission is normally in the first 1-2 weeks of the semester the student wishes to graduate. Late applications will be allowed for an additional fee until later in the semester. Precise deadlines are listed Graduate Studies calendar.

4. Thesis Defense

The thesis defense should be completed no later than the *first week* of April (for May candidates), July (for August candidates), and November (for December graduates). The student must submit their thesis no later than 3 weeks prior to the oral defense. Deadlines, instructions, and information are provided on ORGS' webpage announcement. The student must pass a final oral examination given by the Advisory Committee as described in the Graduate Catalog.

Upon a successful thesis defense, the student should submit a hardcopy of the **Thesis Approval Form**, already signed by the committee, to the Program Coordinator (PC), who will obtain the Department approval signature. The student will receive an email notifying them that they need to pick up the approval page from the PC. Finally, the student must submit a final corrected copy of their Master of Science thesis, in electronic (PDF) format,



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along with the thesis approval page, to the department, and to the ORGS. Upon approval by the ORGS, the final thesis will be submitted to the University Library. ORGS will also notify the academic department and the Registrar's Office that the thesis requirements for the degree program have been fulfilled.