



CHRISTENDOM GRADUATE SCHOOL

MA THESIS APPLICATION FORM

This Thesis Application Form is for students who are requesting to write a Master's thesis. **All students who wish to write a Master's thesis require approval from the Dean of the Graduate School as well as approval from a Supervisor.** Students who wish to write a thesis must select a supervisor and write a proposal on the desired topic. The student will then submit the proposal with this completed MA Thesis Application Form to the Dean of the Graduate School for approval. A Master's thesis is not a universal requirement or a right. **Accordingly, permission to write a Master's thesis may be denied by the Dean of the Graduate School at his or her discretion.**

To submit a Master's thesis proposal, please take the following steps:

1. State your interest in writing a thesis to the Dean of the Graduate School and secure his or her provisional approval to proceed with the formal proposal process.
2. Speak with your professors and locate a supervisor for your MA thesis.
3. In conversation with your supervisor, compose a Master's thesis proposal. A Master's thesis proposal comprises, (A) an abstract, (B) an outline, and (C) a bibliography. Please see the attached sheet for further guidance.
4. Complete this MA Thesis Application Form and submit it with your proposal to the Dean of the Graduate School.

REQUESTED SEMESTER FOR BEGINNING THESIS: _____ DATE: _____

SUPERVISOR NAME: _____
Print Signature

STUDENT NAME: _____
Print Signature

FULL TITLE OF THESIS: _____

(Please attach completed thesis proposal to this form)

THESIS TUITION POLICY

A Master's thesis is worth six graduate credits and costs the equivalent of two standard graduate courses. The student will not be charged tuition for a thesis UNTIL the Dean of the Graduate School approves this proposal. A registration fee applies as normal. For further questions regarding payment, please contact the Business Officer for details at: maura.mcmahon@christendom.edu.

FOR OFFICE USE ONLY

Date Received: _____ Approved by Professor: _____ Approved by Dean: _____
Date Approved: _____ Professor Notified of Approval: _____ Proposal Attached: _____

MA Thesis Proposal Guidance Sheet

I. Abstract

A. General objective

This section should state the general aim and purposes of the project in light of the project's relevant background. This should be not more than a paragraph or two in length.

B. Thesis

This section should give a crisp articulation, in plain English, of the central argument being made. **The thesis per se should not be more than a sentence or two**, though this section can include limited explanation and articulation. Complexities should be saved for explanation in the body of the project and jargon should be avoided. The overall length of this section should not be over one paragraph.

C. Warrant

This section should indicate what the justification is for pursuing this investigation. It may refer to any distinguishing characteristics or the originality of the project. Focus for an MA thesis should not be on originality but substance and potential for student formation in understanding key aspects of the tradition and development of intellectual skills and abilities. This should be a paragraph or two in length.

D. Methodology and form

This section should indicate the approach taken in the project and summarize the anticipated structure and content, demonstrating a coherent train of thought. This section should also reflect adequate breadth of reading to demonstrate that the student has sufficiently grasped the lay of the land and has a sense of direction through the topic. Around three paragraphs should be considered the maximum length.

II. Outline

This should at least indicate chapters and chapter subdivisions. The point of each chapter should be clearly stated in one sentence. It is best for the outline to be as detailed as possible for this stage of the research process. The student will have done enough reading on the topic to produce a fairly detailed outline.

III. Bibliography

It is usually helpful to categorize and/or annotate this working bibliography. Not every source needs to be annotated. Annotations should be made as useful for guiding and summarizing research. At this point, the bibliography should be viewed as a work in progress that serves as a research aid for the student. This will grow and develop over the course of the project, but 2-3 pp. for starters is about right given the scope of an MA thesis. Appropriate breadth of sources should be reflected: seminal works relevant to the project, primary/secondary sources, type of literature (reference books, articles, monographs etc.), authorial perspective (dealing with opposing sides of an issue, etc.).

Please contact your supervisor for guidance if you have questions not answered by this sheet.