



POLICY ON MASTER'S THESIS COMMITTEES

History:

14-15 CIC 23; Senate approved 5/19/15; President approved 7/2/15

The Master's Thesis Committee provides guidance to students in the planning and execution of the thesis. The committee should be comprised of individuals with expertise directly related to the thesis research. The following guidelines are intended to promote a commonly accepted set of academic standards regarding the composition of the committee for CSUEB thesis committees.

The term "Academic Unit" refers to either the academic department or the program in which the degree is offered.

(1) Composition and Approval of Thesis Committee

Committee membership will be established by the major professor, who will chair the committee, in consultation with the student and with approval from the Graduate Coordinator of the program.

- a. The thesis committee shall be comprised of two to three members, depending on the department, who agree to serve on the committee.
- b. The thesis committee chair must hold a full time tenured or tenure track faculty appointment in the academic unit in which the student's degree is offered.
- c. The second member of the thesis committee must also be a tenure-track, or tenured faculty member in the university. Faculty participants in the Early Retirement Program may serve as the second member of the thesis committee.
- d. The third member of the thesis committee may be a lecturer or come from outside the University. In either of these cases, he/she must have a strong background in the academic area of the thesis and commit to be available for the period required for the student to complete the thesis.
- e. The composition of the thesis committee is subject to exception through the process of petition and approval by the Graduate Coordinator.
- f. Academic units may institute additional guidelines concerning faculty eligibility and selection beyond those included here. Students and their major professor (committee chair) are responsible for complying with all guidelines.

(2) Terms of Service

- a. It is the student's responsibility to communicate to the committee members a reasonable timeline for the completion of his/her thesis research.
- b. It is the responsibility of both the student and each of the committee members to ensure that they will be available for the proposed timeline.
- c. Committee members are not expected to continue to serve if the student fails to complete his/her research beyond the identified time period.

(3) Replacement of Committee Members

Committee members may be replaced under circumstances such as:

- a. A faculty member resigns from the committee.
- b. The committee member can no longer fulfill the guideline requirements.
- c. The Graduate Coordinator determines that the committee has become dysfunctional such that the student's progress is obstructed.
- d. The Graduate Coordinator determines that there is evidence of unethical behavior on the part of a committee member.

It is the Committee Chair or Graduate Coordinator's responsibility to find a suitable replacement in consultation with the student. Any changes to the thesis committee must be approved by the Graduate Coordinator or department chair.