

MA English Thesis Committee Form Instructions

The Thesis Committee form must be submitted to the Department of English within the first two weeks of the semester during which the student is enrolled in ENG 597B: MA Thesis. The student should request two additional faculty members to serve on their thesis committee. All three committee members must sign the form agreeing to serve on the Thesis Committee.

The committee will consist of the Thesis Director, the Second Reader, and the Third Reader. The Third Reader is not required to participate in the Thesis Defense. The Chair of English will be available to serve as Third Reader for all MA theses (unless the Chair is serving as Thesis Director or Second Reader).

The Thesis Director must come from the full-time literature and rhetoric faculty. The Second and Third Reader may be any member of the full-time English faculty or, with permission of the Thesis Director and the Chair of English, a full-time faculty member of another department. No faculty member can serve as a member on more than six committees in a single semester and, especially if directing one or more thesis projects, should limit participation to four.

The student should make four copies of the completed form and distribute as follows:

- Submit the original to the Department of English Senior Administrative Assistant, Kristen Laakso, in the Department of English, located on the second floor of Smith Hall.
- Give one copy to the Thesis Director and each Committee Member; these can be hard copies or scanned and sent as an attachment to an email.
- Keep one copy for your own records.

Once the completed form is distributed, contact all members of your Thesis Committee to agree on a date and time for the Thesis Defense, then contact Senior Administrative Assistant Kristen Laakso in the Department of English (laakso@chapman.edu) with the information and request that she reserve a room for your two-hour Thesis Defense.

**MA English
Thesis Committee Form**

Student's Name: _____

Student's Chapman Email Address: _____

Student's Chapman ID Number: _____

Expected Term of Thesis Defense: _____

Example: Spring 2020

Student Signature: _____ Date _____

Thesis Director (Print Name): _____

Thesis Director Signature: _____ Date _____

Second Reader (Print Name): _____

Second Reader Signature: _____ Date _____

Third Reader (Print Name): _____

Third Reader Signature: _____ Date _____