

MA War and Society Thesis Committee Form Instructions

The Thesis Committee form must be submitted to the Director of the War and Society Program within the first three weeks of the semester during which the student is enrolled in their first semester of HIST 698: 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 student will select a committee with the thesis advisor acting as the Committee Chair. The thesis chair must be a full-time faculty member teaching as part of the War and Society program or within the History Department. The second reader must be full-time faculty of Wilkinson College. The third reader should be a relevant specialist, and does not need to be a member of the full-time faculty. Part-time faculty members are ineligible to serve on thesis committees. If the third reader is not a member of the full-time faculty, a C.V. must be included with the Thesis Committee Form. No full-time faculty member can serve as a member on more than five committees in a single semester and, especially if serving as the chair for multiple thesis projects, should limit participation to three. The chair and both readers are required to participate in the Thesis Defense.

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

- Submit the original to the Director of the War and Society Program
- 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 the Administrative Assistant in the Department of History with the information and request a room reservation for your two-hour Thesis Defense.

**MA War & Society
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 _____