Updated 10.10.17 by Dr. Marrero, Graduate Advisor

**MASTER’S THESIS OPTION**

**Who can declare intent to write a Thesis?**

Only students with a GPA of 3.75 or better after completing 18 credit hours in all coursework at UNT may declare intent to write a Master’s thesis (important: a GPA of 3.75 must be maintained up to 30 credit hours, otherwise the student will be required to take the MA Exams.) The intent is declared to the graduate advisor and to the thesis director. The thesis may be written in Spanish or English.

**Procuring an MA Thesis Director and Committee:**

Students must ensure that their thesis subject is in accordance with a given professor’s scholarship and/or expertise areas, and that the selected professor accepts directing the thesis.

After a thesis director is secured, the student in conjunction with the thesis director, selects the MA thesis committee. The MA thesis committee will be composed of a minimum of three members, of whom the director and at least one member must be from the Department of Spanish. The third member may be from another relevant university department within or external to UNT. The thesis committee approves the thesis proposal.

**Preparing the Thesis Proposal:**

Students must prepare a thesis proposal of between 600 and 900 words plus accompanying bibliography. The thesis director is responsible for submitting thesis proposals to the members of the student’s MA thesis committee for approval. The student’s thesis committee may provide comments on how to improve the proposal, suggestions by which the student must abide. The thesis committee has the final approval of all thesis proposals, and forwards the approved version to the Graduate Advisor. The thesis director and the graduate student are responsible for adhering to all TSGS guidelines and deadlines.

**When is the Thesis proposal handed in?**

Thesis proposals are written and handed in during the semester in which the student declares the intent.

**The MA Thesis:**

The thesis will have a minimum of 60 pages, double-spaced, 12 points, Times New Roman in addition to bibliography. MLA style of documentation will be followed in the case of literature and culture while the APA style is more common in linguistics. For UNT MA thesis formatting, consult <https://tsgs.unt.edu/new-current-students/theses-and-dissertations>. The UNT Thesis Manual: Formatting the Dissertation/Thesis. Your first stop when formatting your dissertation or thesis should be [Thesis & Dissertation Manual](https://tsgs.unt.edu/thesis-manual).

**MA Thesis Completion Timeline:**

MA Thesis are to be completed within three (3) semesters, during which students enroll officially as thesis credit hours. NOTE that the program allows for strictly 6 thesis credit hours as part of meeting the 36 hour program requirement and no more.

It is highly recommended that student and director establish a detailed work schedule in order to **complete the thesis within three semesters or less**. If this timeline is not observed, students lose the privilege of continuing with the thesis option and must then complete the additional six (6) hours of coursework and take the comprehensive examinations as outlined above. This last stipulation does not apply to students who started writing their theses before Fall 2016.

Timelines for thesis defense and subsequent graduation must adhere to Toulouse Graduate School deadlines (https://tsgs.unt.edu). **Students must have handed in to their Thesis Committee Chair and Members a final version of their thesis prior to the oral defense on or before the 6th week of the semester.** The Thesis Committee Chair must approve the Thesis prior to setting up the Oral Defense. The Thesis Committee Chair sets up the defense day and time in concert with the graduate student candidate.

**The Oral Defense:**

**The oral defense should take place by the sixth (6th) week of the defending semester in order to graduate in a timely fashion. It is highly recommended that the oral defense take place on a Monday, Tuesday or Wednesday thus allowing all members of the committee plus the graduate advisor to sign the required Pass/Fail form from Toulouse within 48 hours of the defense.**

The oral defense takes approximately one hour, during which the first 20-30 minutes the defending graduate student candidate prepares an explanation of the thesis key points accompanied by a Power Point presentation. After the student presents, questions are taken first from the thesis committee members, and then from the audience at large. The defenses are free and open to the public. Committee members meet immediately after the defense to vote on a pass or fail.

The thesis director will have the Pass/Fail form from Toulouse. All members of the thesis committee will sign off on this form and the thesis director will then give it to the graduate advisor and the department chair for their signatures. The signed document must be emailed to Toulouse within 48 hours of the oral defense. Under normal circumstances, the graduate advisor takes care of sending this document to Toulouse, which prefers the document sent to them as a PDF file via email.

**Corrections to the thesis after the oral defense:**

The thesis committee members may make recommendations for corrections to the written thesis. Students must do these by the seventh (7th) week of instruction and **submit the final version to Toulouse Graduate School by the eighth (8th) week** (in Spring semester this usually falls before Spring break). There is a minimal fee for thesis processing. Check with <https://tsgs.unt.edu>.

**Filing your thesis:**

**The thesis is ready to submit to Toulouse** **ALWAYS *AFTER*** the oral defense and ***AFTER* the student has handed in the final version of the thesis to the director and the director has approved it.** Students will submit the thesis electronically to Vireo (it is found within the Toulouse Thesis submissions guidelines).

**IMPORTANT NOTE: Filing for graduation is a separate matter and it takes place prior to the actual thesis defense.** For instance, the window to file for graduation in Spring 2017 opens October 2016 and closes March 10th. It does not matter if students have successfully defended or not to file your intent to graduate.

To check for current dates, go to: <https://tsgs.unt.edu/new-current-students/graduation-information/> Check Graduation Deadlines.

**In order to file for graduation you must have a current Degree Plan with the graduate advisor. Degree Plans are a record of the actual courses taken. The final version is signed by the graduate advisor and the department chair, then forwarded to TSGS.**