

## AVCE Thesis / Report Guidelines

- Please discuss and confirm, with your advisor, whether you intend to complete a Master's Report, or a Thesis.
- Upon completion of a maximum of 24 units of course work, each student *must* establish a **thesis/report committee**. The committee, chaired by the student's advisor, must include at least two faculty members from Art and Visual Culture Education (the advisor and one other faculty member). A third faculty member may be drawn from the Art and Visual Culture Education faculty or from other areas of the School of Art or the University, as appropriate to the thesis/report topic. Each student must discuss his/her committee choices with the advisor. The purpose of the thesis/report committee is to direct research, writing, and defense of the thesis/report as well as course work leading towards the M.A. degree. The requirement to form a thesis/report committee at the mid- point of the Master's Program signals an evaluation of a student's performance. The failure to find an advisor and/or faculty willing to serve on the thesis/report committee and/or a recommendation of termination from the program from the Graduate Committee in Art and Visual Culture Education that reviews student progress, will result in an administrative drop from the program. This signals the end of study in the graduate program in Art and Visual Culture Education.
- After your Plan of Study has been approved, you will be able to start your **Committee Appointment Form**. This GradPath form lists all the members on your thesis or master's report committee.
- When you select your committee members, you'll first search for your advisor. After you've found and selected your advisor, select their committee role (far right column) as "chair." Then click the + sign on the far right to add another line. This will allow you to add another member to your committee. You'll need to add a new line for every member of your committee. All other committee member roles should be "member." If you have co-chairs, then select both those faculty members' roles as "co-chair" and everyone else's roles as "member."
- *Special Members*: Any member on your committee must be a current tenure or tenure-track faculty member at The University of Arizona. If you would like to have someone on your committee who is not a current tenure or tenure-track faculty member, a request to the Graduate College must be submitted. You must first collect an up-to-date electronic copy of your special member's CV or Resume. Complete the Special Member form available on the [School of Art](#) website. Submit the Special Member form and CV to your advisor for approval. After your advisor has approved, submit this form to the Graduate Coordinator who will complete the process.
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- The **thesis or master's report** must adhere to certain **guidelines**. These include a proposal approved by all members of the student's thesis or report committee

(Please see Appendix C, M.A. Thesis/Report Approval Form. Note that this form is meant for AVCE faculty and students and is not intended to be given to the Graduate Advisor), the written thesis or report, and an oral examination defending the thesis or report. Please consult the Graduate College's [Policies & Procedures page](#) to follow university requirements for Degree Certification.

- **Thesis calendar:** Please plan a thesis calendar with your Major Professor/Thesis advisor. Generally, to graduate in spring, you will need to submit the last chapter of your thesis by **March 1<sup>st</sup>** to your advisor. To graduate in fall, you will need to submit the last chapter of your thesis by **October 1<sup>st</sup>** to your advisor. Not doing so may postpone your graduation. Please be aware of the final deadlines for theses and reports that are set by the Graduate College. Click [here](#) for the degree dates and deadlines.
- An **oral examination** defending the thesis/report is required. This examination should typically occur *at least* one week prior to the end of the semester.
- **A note about writing:** The graduate advisor and thesis/report committee are responsible for working with the *content* of your writing, but the *form* of the writing must adhere to principles of good writing. Because editing for clarity and grammar are not the responsibility of faculty members, if you need help with writing, you will be asked to work with an editor. The Writing Center can provide some help (<http://thinktank.arizona.edu/writing-center>). If extensive help is needed, a professional editor may be hired. Please plan ahead.
- **Two-week rule:** Given the complexity of faculty schedules, faculty advisors require *two weeks* to read *each* chapter of a thesis or report, whether the reading is of the initial draft or a revised draft. In most cases, chapters should be handed in one at a time, not all at once: please check with your faculty advisor (this ensures that the direction built in earlier work is approved as you proceed). In most cases, faculty also need two weeks' notice to write letters of support as well. Please plan accordingly.
- You are required to maintain a minimum of a **3.0 grade average** in all M.A. and, for students in the Teaching option, in certification course work. It is the policy of the Divisions of Art History and Art and Visual Culture Education that any student receiving two non-passing grades in a course in their major (a grade of C or lower) will be administratively dropped from the program as a degree seeking student. A grade of C or lower does not count towards the MA degree requirements; for required courses, this means that the course must be repeated.
- **Incompletes** will only be granted in the most extenuating circumstances. Failure to make up Incompletes by the end of the following semester will lead to a negative evaluation. Failure to make up an Incomplete by the end of the calendar year after a class has been completed will result in the grade of E. Course instructors may impose shorter time limits on completion of Incompletes; these

will be adumbrated in a contract for completion of the work that both student and instructor agree upon.

- The required forms indicated in this document are available as Appendix B & Appendix C in the AVCE Graduate Handbook.