

Responsibilities of the Thesis Advisory Committees

The thesis advisory committee serves an advisory role in developing the research proposal and guiding the research. The committee is responsible for making sure that the student is making timely progress in their research project.

The first meeting of the thesis advisory committee should take place no later than the end of January of the first academic year. At this meeting, the student should present their research proposal for the committee to approve. All members of the committee must be present.

Following approval of the research topic the student must submit the [Thesis Approval Form](#). Your signature on this form asserts that you approve the topic and will be available to guide their research.

Committee Meetings

The thesis advisory committee is responsible for making sure that the student is making timely progress in their research project. The committee should meet ideally once per semester, but at a minimum three times, to review progress in the research project e.g.

Fall/Spring	Approve Research Proposal
Summer	Review progress
Fall	Preparation for writing the thesis
Spring	Thesis Defense

The thesis advisor should provide feedback to the student after these meetings to confirm progress or suggest areas for improvement. If the thesis advisor or members of the committee are concerned about student progress, they should initially consult with the program director and, if concerns are ongoing, with the dean of graduate studies.

The advisory committee must be formally consulted as the research project nears completion to ensure that there is agreement with respect to the material deemed necessary and sufficient for incorporation into the thesis.

The thesis should adhere to the guidelines outlined in “[Thesis Template](#)”.

Thesis Defense

The thesis advisory committee conducts the final examination at the student’s thesis defense.

It is expected that all members of the committee will be present at the thesis defense. The thesis advisor must be present. In the event that a member of the committee is unable to attend, the committee may meet with the written approval of the associate dean for graduate studies. If more than one member of the committee is unable to attend, the defense must be rescheduled.

In unusual circumstances and upon approval by the associate dean for graduate studies, the thesis defense may be conducted remotely.