



Thesis Manual  
Thesis Guidelines and Requirements  
Revised 8/1/2023

## **THESIS GUIDELINES AND REQUIREMENTS**

Originally developed by the Office of Graduate Studies, this Thesis Manual is to aid the student and Thesis Committee in the presentation of the work in a format that is acceptable as a scholarly publication of the University. This is a consensus document. As such, these guidelines are designed to provide enough flexibility to meet the needs of each of the disciplines of the

Once You've Completed Your Thesis & Final Submission Requirements:

Step #1: Thesis Defense & Grading

1. Once the student completes the written portion of their graduate thesis, students should work with their thesis advisor and program chair to schedule an oral defense.
2. The Thesis Committee will agree on a grade for the thesis credits only after the student's oral defense and satisfactory completion of all necessary revisions. Students must earn a grade of B or better or the equivalent on the thesis in order to graduate, provided that the student has successfully completed all other graduation requirements.

Step #2: Submission for Publication through ProQuest

- 1.

defense date. The William T. Daly School of General Studies will assist the student with room reservations and advertisements if necessary.

#### Moderator

The thesis Chair will act as the moderator at the oral defense. The Chair should be familiar with the procedures of the oral defense and has the authority to suspend proceedings should a situation arise that would not be conducive to a fair examination. The student will open the oral defense with a brief presentation of the findings, approximately 30-40 minutes in length, or according to your program requirements. Then, members of the Thesis Committee will question the candidate in an order determined by the Chair. Questions dealing with the substance, meaning and usefulness of the research in the thesis are of greatest priority. Inquiries or comments dealing with punctuation, grammatical minutiae, spellings, etc. should be written out and privately submitted to the student. When the Thesis Committee has had an adequate opportunity to question the student, the Chair may open the examination to committee members. If, in the opinion of the Chair, it is deemed desirable to discontinue the oral defense, the Chair may recess the oral defense until a time mutually agreeable to the Thesis Committee. When the questioning has run its course, the Chair will excuse everyone except members of the thesis committee.

The student should be evaluated upon both:

- (1) the overall quality and significance



## **Sequence of Thesis Elements and Pagination**

All page numbers (Arabic) should be placed at the bottom center of the page.

Sequence

Pagination

Title page (see sample Appendix I) 0.59

**[Sample of an Oral Defense Announcement]**

The Masters in [Program Name] invites you to the following

**Master's Thesis Defense**

**Title**

Presented By

**Name of Student**

**[Sample of a Thesis Cover Page]**

**Thesis Title**

**Name of Student**

A thesis submitted in partial fulfillment  
of the requirements for the degree of  
Master of \_\_\_\_\_ in \_\_\_\_\_.

Stockton University

Written under the direction of

**(Name of Thesis Chair)**

And approved by:

\_\_\_\_\_, Chair