Graduation Requirements 2017
Master of Arts Candidates

The Office of Graduate Student Services and the Graduate Council suggest you carefully read the enclosed information. The graduate degree candidate is responsible for adhering to the regulations outlined in this document.

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Paper Forms (Required)

• Approved Title of Thesis Form (print)
• Completion of Course Requirements Form (print)
• Oral Exam Scheduled Date Form (print)
• Master of Arts Oral Examination Form (print)
• Approval of Thesis Form (print)

Electronic Forms and Upload (Required)

• Diploma/Commencement Information electronic form:
  https://docs.google.com/a/wesleyan.edu/forms/d/1HWTPm8qwqLkqAoOmTElRqvVP5dArzHcPjEpba1185A/viewform

• WesScholar metadata form:
  https://goo.gl/forms/fESruCjxyTHlz9A2

• WesScholar link to upload Thesis (instructions on page seven):
  https://wesfiles.wesleyan.edu/courses/Grad_Thesis_Dropbox.xapp
Notes on the Process of Submitting the Thesis

There are two important dates:

1. The date you have to submit the thesis to your committee of readers.

2. The date you have to submit the thesis to WesScholar.

- **MA students are required by their department to participate in an oral defense. Your department will schedule your oral defense to occur during the MA Oral Exam Period of April 17 – May 9, 2017.** Check with your department administrative assistant for scheduling your oral defense.

- **You will need to submit a copy of your thesis readers approximately two weeks before your scheduled oral defense date.** Check with your faculty research advisor about the latest date they would like you to submit your thesis to your readers.

- **Upon completion of your oral defense, you will have two business days to exit through the Office of Graduate Student Services. You will be notified of your exit appointment date/time after you turn in your form with your scheduled MA Oral Exam date.** The last day to exit is May 11, 2017 (two business days after the oral defense period ends). You must upload your thesis to WesScholar before you arrive for your exit appointment. Sometimes a committee will require a student to make edits to the thesis after the oral defense. Make all necessary edits before uploading to WesScholar.
• **SCHEDULE OF IMPORTANT DATES**

**By April 14, 2017, 4 pm:** Submit the paper forms to the Office of Graduate Student Services and submit the electronic forms listed below.

1. Diploma/Commencement Information Form – electronic - link to form: [https://docs.google.com/a/wesleyan.edu/forms/d/1HWrTsPm8qwqLqAoOmTElRqvVP5dArzHcPjEpba1185A/viewform](https://docs.google.com/a/wesleyan.edu/forms/d/1HWrTsPm8qwqLqAoOmTElRqvVP5dArzHcPjEpba1185A/viewform)

2. Approved Title of Thesis Form - print and get signed.

3. Completion of Course Requirements Form - print and get signed.

**April 17, 2017, 4:00 pm:** Oral Exam Scheduled Date Form (print)

**April 17, 2017 through May 9, 2017, 4:00 pm:** M.A. Oral Exam Period

A mandatory exit appointment with the Office of Graduate Student Services will be scheduled for you and will take place within 48 hours after completion of your oral exam. You must officially exit, in person, through the Office of Graduate Student Services in order to graduate. Bring to the exit appointment:

- Master of Arts Oral Examination Form – print and get signed
- Approval of Thesis Form – print and get signed
- WesScholar metadata form and upload (submit before the Exit appointment)

**May 9, 2017, 4pm:** Oral Exam period ends for M.A. students

**May 11, 2017, 4pm:** Exit period ends for M.A. students

**May 28, 2017: Commencement**

- 9 am – Reception for graduates and families, Lobby of Exley Science Center
- 10 am – Mandatory line up for procession, Lobby of Exley Science Center

**Important:**

Your student account must be paid in full in order to receive your diploma or an official transcript.
Specifications for the Preparation and Submission of the Master's Thesis

Submission for binding is electronic.

Abstract - An Abstract is not required but may be included as the last of the preliminary pages. Total words should not exceed 350.

Margins - The minimum acceptable margins for all pages of the thesis are 1.5 inch on the left and 1.25 inch on the top, bottom, and right.

Font and Point Size - Recommended fonts include Arial, New Times Roman, and Helvetica with a point size of either 11 or 12.

Spacing - The text of the thesis should be double spaced. Long quotations, footnotes, appendices, and references may be single spaced.

Photographs and Graphics - Photographs and graphics in the thesis should be printed or photocopied directly on the paper as high quality images. Scanned images must print clearly. If color is used, only color laser or color photocopy printing is acceptable.

Use of Material Copyrighted by Others - Any material included that goes beyond "fair use" requires written permission from the copyright owner. It may be useful to include the permission(s) in the thesis as an appendix.

Pagination - Preliminary pages (i.e., acknowledgments, table of contents, abstract, etc.) are to be numbered consecutively using lower case Roman numerals. All pages of the text, appendices (if any), and references must be numbered consecutively using Arabic numerals.

Landscape pages - The top of a landscape pages should be at the left margin (1.5), the bottom at the right margin (1.25). The page number is to be in the same relative position as on the portrait pages.

Sequence of the Main Components of the Thesis - The appropriate order of the major sections of the thesis are as follows: the title page, the acknowledgements, the table of contents, the text, appendices (if any), and references. The order of the appendices and the references may be reversed if the appendices are lengthy.

Footnote, Endnotes, and References - The format that is accepted in your discipline or that which is prescribed by your advisory committee should be followed.

Photocopied Journal Articles in the Thesis - When appropriate, photocopied articles already published in journals may be included in a thesis. Photocopying must conform to the margins noted above. An original letter from each journal granting permission for the inclusion of the photocopied article in the thesis must be submitted to the Office of Graduate Student Services. In requesting a letter of permission, it is important to tell the journal that the thesis will become part
of the permanent collection of Wesleyan University Libraries. The journal usually will require that the journal be the first publisher of the article.

**Bound Copies of the Thesis** – One copy of the thesis will be printed, bound, and added to the University Archives collection. The student’s department is responsible for the cost of binding the archival copy of the thesis.

Additional bound copies of the thesis for the department may be ordered by the department; the department is responsible for the printing/binding cost of department copies. The bound copy for the department will be delivered to the department within six months of Commencement.

Students wishing to purchase bound copies of their thesis will go directly to HFGroup (Acme Binding) [http://acmebinding.com](http://acmebinding.com) to order their copy through the web-site. Students are responsible for the cost of printing and binding personal copies.

In the composition of the thesis, it is expected that the student will observe the procedure current in her/his major field of study for the publication of the results of research. Students should keep in mind the importance of precision and clarity in the use of English, as well as actions and conventional methods of documentation. The thesis should contain enough general material to make it understandable to graduate students and faculty members in allied fields. It is recommended that you use your full legal name on the abstract (if any) and on the title page. Please ensure that your name appears exactly the same way in all places. Individual graduate departments may have additional requirements regarding the format of the thesis.
FROM ADMISSION TO EXITING:
THE GRADUATE STUDENT EXPERIENCE
AT WESLEYAN UNIVERSITY

By

John J. Smith

Faculty Advisor: Dr. Susan Meyer Jones

A Dissertation submitted to the Faculty of Wesleyan University in partial fulfillment of the requirements for the degree of Master of Arts

Middletown, Connecticut May 2017
Submission of MA Thesis to Olin Library and WesScholar

Physical copy

One printed copy of the work of every graduate student is sent to the University Archives in Olin Library. A brief catalog record is available in the Wesleyan online catalog, including author name, title, year, and department. There is no option for restricting readership of graduate student work for in-person researchers. Students retain the copyright to their work.

WesScholar

WesScholar (http://wesscholar.wesleyan.edu) is Wesleyan University’s online institutional repository. Graduate students are required to submit a pdf version of their thesis or dissertation to WesScholar. Information about the work (metadata) will be entered and the pdfs will be available for download. For students who do not wish their work to be available by download, embargoes may be placed on work for a period of time of up to five years. Graduate students or faculty advisors may request an embargo at the time of thesis submission or any time up to five years after submission. The embargo period may not exceed five years from the time of submission.

Policies on graduate student work in WesScholar

1. Metadata for each work (the catalog information—author name, title, year, etc.) will be added to WesScholar.

2. The full text of the student work will be added to WesScholar in the form of a pdf.

3. A student may request that his or her work be embargoed for up to five years. This may be because of a pending publication or patent issue. WesScholar administrators will notify faculty advisors when a student requests an embargo after submitting the thesis. After the embargo period ends, the thesis will be made available in WesScholar.

4. Faculty members will have the opportunity to place an embargo on an advisee’s work if the content of the work compromises laboratory or other research to be published by the faculty member. This embargo will supersede a student-imposed embargo if it is greater than the student-imposed restrictions. WesScholar administrators will contact faculty advisors prior to adding student work to WesScholar to remind faculty of the option to embargo.

Instructions for submitting graduate student work and metadata to WesScholar

Submission is a two-step process.

1. Fill out the proper submission form.
2. Upload your abstract and work pdfs to WesFiles.

Step 1: You must fill out the metadata form

Masters students should use this WesScholar Submission form:
https://docs.google.com/a/wesleyan.edu/forms/d/15u8FI6Qzo4JAcD0ieRNQx43qAunOJCpdTd-Bss4zQWA/edit#
Step 2: Upload your abstract and work pdfs to WesFiles

1. Please name your file as follows, depending on your individual work:
   - Abstract: your last name_first intial_abstract
     Example: doe_j_abstract
   - Thesis: your last name_first intial_thesis
     Example: doe_j_thesis
   - Dissertation: your last name_first intial_dissertation
     Example: doe_j_dissertation
   - Supplemental files: your last name_first intial_supplemental[add a number]
     Examples: doe_j_supplemental1
doe_j_supplemental2

2. Click on this link to access a dropbox space in WesFiles, then follow the instructions listed below for successful upload:
   https://wesfiles.wesleyan.edu/courses/Grad_Thesis_Dropbox.xapp

3. The dropbox gives you the option of uploading files from your local machine, or copying files from your WesFiles home dir. Choose whichever is appropriate. This example shows an upload from the local machine.
4. This next screen shows the upload interface. To start, click the “Add File” button so that you can select both your thesis file and abstract file to upload separately.

5. For the first file, click the first “Choose File” button to locate the first file on your local machine. Next, click the second “Choose File” button to locate the second file on your local machine.

6. You should now see each file name listed next to a “Choose File” button.

Next, click the “Start Upload” button.

Note: If a file is large, it will take some time to upload. If the thesis file size is greater than 1 GB in size, please contact Special Collections and Archives to make other arrangements for submitting your thesis.
7. Once your files have uploaded, you will see them listed, as below.

You’re done!

Please direct all questions about the submission process to Leith Johnson, ljohnson@wesleyan.edu, 860-685-3863.
Composition of the M.A. Oral Examination Committee

The Committees for the M.A. Oral Examinations are designated by the department chair in cooperation with student’s academic or research advisor(s). The second and third reader of the Committee should be a member of the department faculty. Exceptions must be approved by the department chair. The thesis must be accepted and approved before an oral examination is scheduled. Upon timely receipt of the Response Form, the mandatory exit appointment will be scheduled by the Office of Graduate Student Services. Please refer to the Schedule of Important Dates for the documents required for submission at the exit appointment.
Exit Appointment Information

- The Office of Graduate Student Services will schedule an exit appointment for you to take place within two business days after completion of your oral exam. This appointment will be based on the information provided on the Oral Exam Scheduled Date Form (due to the Office of Graduate Student Services by the date listed on the Schedule of Important Dates).

The forms approving your thesis and your oral examination will be completed at your exam. It is your responsibility to bring these forms to the oral exam, get them signed, and bring the original signed forms to the exit appointment.

Students must bring the following to the scheduled exit appointment in the Office of Graduate Student Services:

- Signed Approval of Thesis for Master of Arts Degree Form
- Signed Master of Arts Oral Examination Form

Students must have completed electronic submission of the following before the exit appointment:

- WesScholar metadata and upload

In accordance with the Schedule of Important Dates, the Office of Graduate Student Services should have on file before the exit appointment the Approved Title of Thesis form and the Completion of Course Requirements form.
APPROVED TITLE OF THESIS

Name of Student: _____________________________________________

Signature of Faculty Advisor: _____________________________________

My title, typed below in its exact state, is approved and will not be changed from
the original title page submitted for binding. I understand that this information will be
printed in the Commencement Program.

It is recommended that you type and print the title and tape it into the section below.
This will ensure that the spelling and punctuation are correct.

Full Title

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Shortened Title (if applicable)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This form must be submitted to the Office of Graduate Student Services before
April 14th, 2017, 4pm
Completion of Course/Concentration Form

Please attach a copy of the student’s unofficial transcript or academic history report

Date: ________________________   Degree: __________________

Last Name      First Name
__________________  ___________________  ____________________________

WESID    Department   email

I have reviewed the attached transcript/academic history for this graduate student, and certify that they have completed and met all course requirements for the degree/concentration indicated above.

Academic Advisor Signature: _________________________________________________________

Academic Advisor Printed Name: _________________________________________________________

Department Chair Signature: _________________________________________________________

Department Chair Printed Name: _________________________________________________________

CHECK IF COMPLETED CONCENTRATION IN PLANETARY SCIENCE: _________

This form must be submitted to the Office of Graduate Student Services before
April 14th, 2017, 4pm
Oral Exam Scheduled Date Form
Send completed form to the Office of Graduate Student Services when the oral exam is scheduled.
M.A. Candidate Oral Exam Scheduling Information

DESIGNATED COMMITTEE FOR:

Name of student

Department Chair

Department

Date

COMMITTEE MEMBERS:

________________________________________________________
Research Advisor/First Reader

________________________________________________________
Chair of Exam/Second Reader

________________________________________________________
Third Reader

________________________________________________________
Date of Exam      Time of Exam

________________________________________________________
Location of Exam

This form must be submitted to the Office of Graduate Student Services before April 17, 2017, 4pm
MASTER OF ARTS ORAL EXAMINATION

Student Name: _________________________________________________________________

Date:  _________________________  Time: __________________________

List of Committee Members Present at the Exam

________________________________   _______________________________
________________________________   _______________________________
________________________________   _______________________________
________________________________   _______________________________

Oral Examination Grade: ________________________
Thesis Grade: _________________________________
Advanced Research Grade: _______________________

Voted to recommend the candidate for the degree of Master of Arts in _________________

This student successfully completed his or her program of study:

Circle one:       Yes                     No

______________________________
Chair of Examination

This form must be submitted to the Office of Graduate Student Services at the Exit Interview
APPROVAL OF THESIS FOR MASTER OF ARTS DEGREE

CANDIDATE: __________________________________________________

TITLE OF THESIS: __________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

We approve this thesis and recommend that it be accepted as partial fulfillment of the requirements for the degree of Master of Arts in

____________________________________________________________________

________________________________________.

_______________________________
Research Advisor/First Reader

_______________________________
Chair of Exam/Second Reader

_______________________________
Third Reader

Date: _______________________

This form must be submitted to the Office of Graduate Student Services at the Exit Interview