

Thesis Protocol – Steps to Theses Finalizations
Program in Maritime Studies, Department of History
East Carolina University
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- A. Thesis prospectus signed by director and committee. Committee members will not read any thesis without a signed thesis prospectus.
- B. The thesis director and the student assemble a document that is “ready for the committee.” Students should be aware that some committee members want to see theses a chapter at a time; this is at the discretion of the committee member.
 - 1. document is complete
 - 2. document has all images
 - 3. document has consistent bibliography
 - a. If thesis is archaeological, then it is in *Historical Archaeology* or *International Journal of Nautical Archaeology* format
 - b. If thesis is historical, then it follows the *Chicago Manual of Style*
- C. The “Ready for Committee” document is sent to the committee
- D. The committee responds with their suggestions, changes, and additions.
- E. Student makes those alterations
- F. The student sends two final copies of the thesis that is “Ready for Defense” to the thesis director
- G. Thesis director places the two copies “on display” (in Eller and Brewster)
- H. One week after this is placed on display, the thesis may be defended
- I. Thesis defense
- J. Students makes changes recommended during defense (thesis signature page may be signed at defense, but held by director until changes are made)
- K. Committee signs off on thesis
- L. Student takes thesis to Graduate School for inspection – this requires an appointment
- M. Student makes any changes required by Graduate School
- N. Student obtains signatures from Chair, Dean
- O. Student makes copies of thesis
 - 1. copies go to director and committee
 - 2. two copies for library and history
 - 3. one copy on CD for PMS web site

Theses will only be defended between 20 January and 20 April, or 24 August and 20 November. It is too hard to assemble faculty for a committee and there is no time to read a thesis during field school.

Theses will not be accepted for defense after 1 November unless they have been already read by committee and changes made. Committee evaluation takes AT LEAST two weeks. Committee changes/suggestions/additions must be incorporated in Defense Copy that goes on display in Brewster and Eller House. Additional time, often exceeding a week, may be required for students to finalize thesis, print, and work through the system.