

## Masters Thesis Course Petition

*Thesis advisor must approve thesis topic, committee, and narrative/outline. Students should confer with their faculty advisor to identify a thesis advisor. The Student Services Office administratively registers a student for the course upon submission of the completed petition.*

Student \_\_\_\_\_ PeopleSoft \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Graduation Date \_\_\_\_\_

Course No. \_\_\_\_\_ Section \_\_\_\_\_ Semester/Year \_\_\_\_\_ No. Of Credits \_\_\_\_\_

I hereby request approval of the following research topic and schedule for submission of my thesis. (*Print title and attach a one or two-page narrative or outline of the proposed topic.*)

\_\_\_\_\_  
\_\_\_\_\_  
**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**(1) Thesis Advisor (name):** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**(2) Committee Members:** \_\_\_\_\_

Name/Signature/Date

\_\_\_\_\_  
Name/Signature/Date

(The signature of two other committee members indicates their agreement to participate on the student's research committee. Grade assigned by primary thesis advisor.)

### Procedure

- Return completed form to LL.M. office. **Student should retain a copy of the completed form.**
- Students are responsible for confirming a submission calendar with their thesis advisor. Suggested deadlines are below:

	<u>Fall Semester</u>	<u>Spring Semester</u>
Outline with authorities	Mid-September	Early February
First Draft	Early October	Late February
Final Draft	Early December	Early May

- The final draft should be submitted not later than the last day of classes of the semester in which the Masters Thesis course is taken.
- Confirm submission format -electronic or printed, bound or unbound copy - with thesis advisor.
- Submit an unbound copy of final draft to Graduate Legal Studies Office. Copy will be sent to Law Center Library for binding and cataloging. Students can submit a second unbound copy which will also be bound and returned to the student for their personal use.**