

# SDSU DIVISION OF GRADUATE AFFAIRS

Open M-F 8:00 AM - 4:30 PM (619) 594-5213 SSE 1410

For Montezuma Publishing Dissertation and Thesis Review Service: [www.montezumapublishing.com](http://www.montezumapublishing.com)

## Master's Thesis Committee Form -- Instructions

### Institutional Review Board (IRB) review of human subjects research

<irb@mail.sdsu.edu> 619-594-6622

You must have your research and analysis protocol reviewed by the IRB if you will

- obtain personally identifiable information (through a census, survey, interview, observation, experimentation, etc.) OR
- analyze (or otherwise work with) personally identifiable information previously collected by someone else.

"Personally identifiable" includes obvious information (name, email, ID or account numbers, etc.) ... but also dates directly related to the individual, identifying numbers associated with vehicles or electronic devices, or even geographic location.

1. Visit <https://sdsuhrpp.freshdesk.com/support/home> and click on "Getting Started ...".
2. You will be directed to log into the *infoed* system and take a 3-question survey. This will determine whether you need IRB human subjects approval.
3. If you do not need human subjects approval, you will be sent an email verification. Print this email and submit it with your thesis committee form.
4. **If you do need human subjects approval**, you must submit your protocol and obtain approval in advance of subject recruitment or analysis of existing data.
  - After submission, you will be sent an email verifying that the review is underway. Print this email and submit it with your thesis committee form and 799A registration. These forms can be processed simultaneously with the review.
  - All human subjects activities associated with theses, dissertations or intended for publication require approval by the IRB **in advance** of subject recruitment or analysis of existing data. **Allow 4-6 weeks for IRB review.**

### Institutional Animal Care and Use Committee (IACUC) review of vertebrate research

<iacuc@mail.sdsu.edu> 619-594-0905

You probably need advanced approval if you will be handling or observing vertebrate animals or their tissues. The IACUC reviews and approves vertebrate research and teaching for SDSU affiliates. Prior approval of protocol submitted by your faculty sponsor/mentor/thesis advisor is required **in advance of any work in the field or laboratory.** This may include research with vertebrate tissue samples, even if you did not personally collect them. Protocol approval and all necessary training must be completed prior to beginning work. Allow 4-8 weeks for IACUC review and approval. See [http://research.sdsu.edu/research\\_affairs/animal\\_care](http://research.sdsu.edu/research_affairs/animal_care) for additional information, or email <iacuc@mail.sdsu.edu>.

### Completing the thesis committee form

1. First, select your thesis chair in consultation with your program's Graduate Advisor. Choose the remainder of your committee in consultation with your thesis chair and Graduate Advisor. Guidelines are on the back of this handout.
2. Obtain all committee signatures. Your thesis chair and the program's Graduate Advisor will be the final signatures on the form.
3. Obtain additional documents for adjuncts, lecturers or committee members with no SDSU affiliation. (See back of this handout.)
4. Obtain documentation of IRB or IACUC review if needed (refer above).
5. For theses in foreign languages, check the appropriate box on the form. Be sure all faculty members are fluent in the language. Your Graduate Adviser must verify your competency in standard written English; see the section of the Graduate Bulletin titled "Requirements for Master's Degrees". The thesis committee form will not be approved without this verification.
6. Complete the "Rights To Thesis Data And Publication Authorship" page of the thesis committee form.
7. Submit the completed form and all additional documentation to Graduate Affairs in SSE 1410. You will be emailed verification of approval (allow one week). If you have requested 799A registration, the schedule number will also be emailed.

### Thesis formatting and submission

1. You enroll in Thesis 799A or Thesis Extension 799B in the semester that you plan to submit your thesis to Montezuma Publishing.
2. After your committee members have approved your thesis, they will sign the signature page. This page with all original signatures will be required by Montezuma Publishing when you submit your thesis.
3. Montezuma Publishing will check your thesis for formatting compliance with university standards, and your program's additional requirements. Formatting guidelines and templates (in Word and LaTeX) are available from the "Procedures" link at [www.montezumapublishing.com](http://www.montezumapublishing.com). Obtain your program's style guide from your Graduate Advisor. Call 619-594-7551 or email [thesis@aztecmail.com](mailto:thesis@aztecmail.com) if your questions are not answered on the Montezuma Publishing web site.
4. Some students who are uncertain of their ability to follow the formatting guidelines choose to employ a professional. Montezuma Publishing's formatting department provides this service, and also has a list of freelance formatters.
5. After submission, you may not make further changes (except minor editorial corrections, as required by Montezuma Publishing).

### Deadlines!

There are strict deadlines to apply for graduation submit your thesis to Montezuma Publishing, and get your approved thesis paid for and published. See the Graduate Affairs web page for a complete table of these deadlines: <http://grad.sdsu.edu/>

# POLICY FOR SERVICE ON MASTER'S THESIS COMMITTEES

## Permissible thesis committee member affiliations

	Chair	Co-Chair	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup> +
Tenure / Ten. Track (home department)	✓	✓	✓		✓
Emeritus, FERP, Adjunct*, Lecturer* (home dept)	‡	✓	✓		✓
Tenure / Ten. Track (outside department)	‡	✓		✓	✓
Emeritus, FERP, Adjunct*, Lecturer* (outside dept)		✓		✓	✓

- ‡ Only T/TT faculty from the home department may chair committees, except in unusual circumstances. The Graduate Advisor must directly contact the Assistant Dean of Graduate Affairs to petition for an exception.
- \* Current lecturers, adjunct faculty and outside experts without any SDSU affiliation must complete a petition to serve on committees. Download from the Graduate Affairs web site: [http://grad.sdsu.edu/current\\_grad\\_students/forms](http://grad.sdsu.edu/current_grad_students/forms)
- \* Outside experts without any SDSU affiliation can serve as fourth committee members only. They must be officially appointed as volunteers through Human Resources (see the home department chair or coordinator). They must also complete a petition that is available at the Graduate Affairs web site: [http://grad.sdsu.edu/current\\_grad\\_students/forms](http://grad.sdsu.edu/current_grad_students/forms)

Consult your Graduate Adviser for additional eligibility requirements and procedures that your program may have.

## All thesis committee members must

- Hold a terminal degree or the equivalent in an appropriate discipline
- Have maintained current knowledge in their discipline
- Be active with graduate-level education and/or mentoring
- Agree to serve until the degree is complete
- Understand that committee service is not associated with teaching workload credit, unless otherwise assigned by the department Chair or college Dean.

## Thesis committee chair

Normally, the thesis committee chair will be a full-time tenured or tenure-track SDSU faculty member with a primary or joint appointment in the program's home department. Thesis committee chairs should have specific expertise (theoretical, methodological and/or topical) in the area of the proposed thesis. For concurrent-degree programs (in which two degrees will be granted simultaneously), the committee may have a chair and co-chair who are primary faculty from the two disciplines.

In unusual circumstances, the chair may be a tenured or tenure-track faculty member from another SDSU department, or Emeritus, FERP, Adjunct or Lecturer from the home department. The Graduate Advisor must contact the Assistant Dean of Graduate Affairs directly to petition for an exception.

## Third committee member ("Outside Member")

The third committee member must be from a department other than the program's home department.

## Lecturers, adjuncts or committee members with no SDSU affiliation

Current lecturers, adjunct faculty and outside committee members with no SDSU affiliation must complete a petition to serve on committees. Download from the Graduate Affairs web site: <http://aztecgrad.sdsu.edu/gra/graforms.aspx>  
This petition may be extended to cover future committee service for other students, if requested by the Graduate Advisor.

Outside experts without any SDSU affiliation can serve as fourth committee members only. They must be officially appointed as volunteers through Human Resources (see the home department chair or coordinator).

## Thesis committee approval

Final appointment of the membership of thesis committees rests with the Dean of Graduate and Research Affairs. If the dean does not approve of the thesis committee recommendation, the dean will confer with the program prior to making any final decision.

## For the forms mentioned in this policy and the procedures for completion and submittal, see:

The "Dissertation and Thesis Review" section of the Graduate Affairs web site:  
[http://grad.sdsu.edu/current\\_grad\\_students/forms](http://grad.sdsu.edu/current_grad_students/forms)

Montezuma Publishing Thesis and Dissertation services:  
<http://www.montezumapublishing.com/thesis1/ThesisandDissertation.aspx>