

English 798: Thesis Guidelines for Plan of Work and Assessment Forms

Background

The English 798: Thesis Plan of Work and Assessment Forms support SDBOR policy 2:9, SDBOR policy 5:5:4, and SDSU policy 2:2:6, “Graduate Student Admission and Progression,” section 3.b.iii, which reads as follows:

Progress of Thesis and Dissertation Coursework

1. *Students pursuing an Option A Master’s or Ph.D. should register for at least one (1) credit hour of x798 or x898 for each semester the student is pursuing objectives associated with the thesis or dissertation project.*
2. *The instructor, in consultation with the student, will determine the goals of the coursework for that semester. The instructor should consult with the Committee (if approved), as necessary. The student should be notified of the goals in writing sufficiently early in the semester to allow for completion of the goals.*
3. *Each x798 or x898 credit hour must be graded with either an “S” or “U”, for Satisfactory or Unsatisfactory, respectively. Written explanation of any “U” grade should be delivered to the student no later than the final day of instruction.*
4. *Students receiving a U grade for x798 or x898 in two (2) semesters may be dismissed from the program. Recommendation for dismissal will be communicated from the instructor and Department Head to the Dean of the Graduate School who will conduct the review. The review will consider the student’s entire academic performance weighed against a) the necessary research, clinical, and/or scholarly abilities to complete the student’s chosen graduate degree and (or) b) the rate of progress toward degree completion. The review will seek input from the student, instructor, Department Head, and college dean.*

Instructions for Completing the Forms

- Each semester a student is registered for English 798: Thesis, the thesis advisor and student must consult with each other to outline the student’s plan of work for that semester.
- During this consultation, the thesis advisor should complete the English 798: Thesis Plan of Work form. After both the advisor and student sign the form, the advisor should submit it to the English Department Graduate Coordinator by the end of the drop/add period.
- At the end of the semester, the thesis advisor should assess the student’s progress using the English 798: Thesis Assessment Form. The advisor should assign an “S” (“Satisfactory”) grade to students who satisfactorily complete the work agreed upon. The advisor should assign a “U” (“Unsatisfactory”) grade to students who do not satisfactorily complete the work agreed upon. A copy of the assessment form must be forwarded to the student and to the English Department Graduate Coordinator by the grading deadline for the semester.
- Students receiving two consecutive “U” grades are subject to dismissal from the program (please see the policy noted above above for more information regarding the dismissal process).
- Forms may be submitted electronically.