



JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

MASTERS THESIS TRACK THESIS POLICY REQUIREMENTS, GUIDELINES AND SUBMISSION PROCEDURES

Are you considering the thesis track?

Before you consider the thesis track, first check the requirements for writing a thesis. You may view the prerequisite of writing a thesis by viewing the graduate studies policies and procedure link of the graduate bulletin. If you meet the thesis requirements, you may register in the thesis prospectus seminar course. If you have any questions or would like to discuss the thesis track, you may contact your Program Director or the Executive Assistant to the Dean at 646.557.4775 or graduatestudies@jjay.cuny.edu.

How to register for the Thesis Prospectus Seminar Course (xxx 791)?

1. After identifying a full-time faculty advisor, you may register for the thesis prospectus seminar (CRJ 791, FCM 791, FOS 791, PAD 791, PMT 791, and PSY 791). Fill out the independent study prospectus form with the faculty advisor and obtain his/her signature.
2. You must obtain the signature of the Dean of Graduate Studies who must approve and sign the independent study form.
3. The signed independent study form must be submitted to the Office of the Registrar for processing.

Thesis Preparation

Please review the thesis guidelines and begin work with your faculty advisor in preparation for and completion of the thesis. The thesis guidelines are available on the graduate studies website and hard copy can be obtained at the Office of Graduate Studies.

Completing and Receiving Approval

Student must **complete** the thesis and receive **final approval to receive the degree**. The thesis must be approved by:

1. The first reader, who reads and signs the approval page (see sample approval page),
2. The second reader, who reads and signs the approval page,
3. The third reader, who reads and signs the approval page (this only applies to Forensic Science Students) and,
4. The final reader, Dr. Jannette O. Domingo, Dean of Graduate Studies, who reads and signs the approval page after the requisite signatures have been obtained.

IMPORTANT NOTE: Students must submit a hard copy of their theses with the approval page to Dean Domingo by the deadline. However, students are encouraged to submit their theses before the deadline. You must print your approval page on 20 lb bond paper. You may print the **final draft** of thesis on 20 lb bond paper **only after you have received approval from Dean Domingo**.

Deadlines for Submission of Masters Theses to Dr. Jannette O. Domingo, Dean of Graduate Studies

- **Spring Semester** May 1st
- **Summer Semester** July 31st
- **Fall Semester** November 30th

Thesis Clearance from Registrars, Bursars and Library

The student must following steps after having received signatures from the Readers and the Dean:

1. Submit a copy of the approval page with the three signatures to Mr. Cheuk Lee, Associate Registrar, (Room 4113N). Mr. Lee provides student with the Clearance Form.
2. Submit the Clearance Form to the Bursars Office (Room 522T) and pay the binding fee of \$ 30.00,
3. Submit the Clearance Form to the Library with two bond copies of the approved thesis to the Library (Tenth Avenue Lobby).
3. After the Clearance Form has been signed by the Bursar and Library, it must be returned to Mr. Lee.