

## Guidelines for Thesis Preparation and Submission

---

A thesis should be prepared in accordance with the standards of the discipline for which the thesis is being written. The *Publication Manual of the American Psychological Association*, *The Chicago Manual of Style*, the *MLA Handbook for Writers of Research Papers* (among others) all provide discipline-specific guidelines for preparing a master's thesis (or similar culminating experience). These guidelines should not be construed to replace or contradict those style guides.

Students should work with their graduate deputy to identify an appropriate faculty mentor who will assist him or her in the research, writing, and submission of their master's thesis. Students must meet with their graduate deputy prior to registering for the appropriate thesis writing course. Once registered for the thesis writing course, a student will be assigned a grade of SP until their thesis has been approved by their faculty mentor, their graduate deputy, and the School Dean. Upon approval of the thesis, the SP grade will be changed to a P grade (a letter grade is generally not assigned for the thesis writing course).

*Students whose research involves human subjects may require Institutional Review Board (IRB) approval. Projects involving vertebrate animal subjects must secure the approval of the Institutional Animal Care and Use Committee (IACUC). Prior to beginning any thesis related research that includes these subjects, please contact the Office of Research Compliance (IACUC@brooklyn.cuny.edu or 718.951.5000 x3829) for guidance.*

**Please Note** – some graduate programs offer a choice between writing a thesis or taking a comprehensive exam. Once a student has elected the thesis option a student may not elect to take the comprehensive exam if he or she is unable to complete a thesis.

### Thesis Title Submission

The first step in the thesis writing process is for the student to submit their approved thesis title through the Thesis Submission Online application in the Student Portal (*BC Knowledge for Students* → *Student Portal* → *Graduate Studies* → *Submit your Thesis for Approval*). Once the student submits their thesis title, it will be reviewed and approved by the program's graduate deputy.

### Final Submission and Approval

Once the student has completed their thesis it should be submitted to their faculty mentor along with the [Thesis Approval Form](#) for initial approval. Once approved by the faculty mentor, the student must upload their thesis through the Thesis Submission Online application in the Student Portal. The graduate deputy and the appropriate School Dean will then review the student's thesis. Following approval by the School Dean, the

Registrar's Office will update the student's record and the thesis will be archived in the library.

### **Deadlines for Submission:**

Thesis titles approved by the faculty mentor shall be uploaded through the Thesis Submission Online application in the Student Portal by the following deadlines:

Fall Semester (and Winter Intersession) – last Friday in September  
Spring Semester – last Friday in February  
Summer Semester – first Friday in July

Theses approved by the faculty mentor shall be uploaded through the Thesis Submission Online application in the Student Portal by the following deadlines:

Fall Semester (December 31 graduate) – first Friday in December  
Winter Intersession (February 1 graduate) – first Friday in January  
Spring Semester (June 1 graduate) – first Friday in May  
Summer Semester (September 1 graduate) – first Thursday in August

### **College-wide Requirements:**

- ❖ Theses must include a title page which conforms to the style guide of the academic discipline for which the thesis is being submitted;
- ❖ Theses must be uploaded to the Thesis Submission Online application in the Student Portal for final review and approval.

### **Institutional Resources:**

- ❖ The primary resource for the preparation and completion of your master's thesis is your faculty advisor and your graduate deputy;
- ❖ The Learning Center has a graduate writing tutor on staff who will be able to assist you with writing your thesis (1300 Boylan Hall – 718.951.5821);
- ❖ The Office of Graduate Studies (3208 Boylan Hall – 718.951.5771) can help you navigate other institutional resources which may be helpful in the preparation of your thesis.

### **Instructions for using Thesis Submission Online:**

- ❖ Step 1 – Student submits approved thesis title through the Thesis Submission Online application in the Student Portal (*BC Knowledge for Students* → *Student Portal* → *Graduate Studies* → *Submit your Thesis for Approval*).
- ❖ Step 2 – Graduate Deputy receives notice that student has submitted thesis title online
- ❖ Step 3 – Graduate Deputy confirms that thesis advisor has approved the title

- Please note – due to the large number of thesis advisers only graduate deputies have access to the online review and approval system

- ❖ Step 4 – Graduate Deputy approves thesis title
- ❖ Step 5 – Student uploads a .pdf copy of their thesis through the Thesis Submission Online application in the Student Portal following approval by their thesis adviser (*BC Knowledge for Students → Student Portal → Graduate Studies → Submit your Thesis for Approval*).
- ❖ Step 6 – Graduate Deputy confirms that thesis adviser has approved the thesis
- ❖ Step 7 – Graduate Deputy reviews and approves the thesis

Once the graduate deputy approves the thesis, the school dean is notified that there is a thesis to review and approve. Once approved by the School Dean, the Registrar's Office is notified and updates the student's transcript. Once the student's transcript has been updated, the library receives a digital copy of the student's thesis.

*Last updated August 2025*