Thesis Process Timeline

Fall Quarter, 1st Year:
The Research Associate meets with students to introduce the Counseling Psychology Program’s Student Papers Handbook and Pacifica/APA style guidelines, available online at http://pacifica.edu/thesis.aspx and on Desire2Learn (D2L) at https://elearning.my.pacifica.edu/index.asp

Summer Quarter, 1st Year:
Research in Psychology-CP 620
The Thesis Handbook, library literacy and databases, research methodology, reviewing the literature, developing a research question, the thesis resource center on D2L.
End of summer quarter, due with summer assignments:
1. Two copies of the Thesis Proposal.

Fall, Winter, Spring, Summer Quarters, 2nd Year:
Directed Research I-CP 650
Fall Quarter: Research Associate posts thesis advisor/advisee assignments.
In Session I and each following session of the second year, the student meets with the thesis advisor developing the thesis topic, methodological approach to the research question, research design. Beginning to work with an editor on thesis material.
Students read extensively in the chosen thesis topic area.

Summer Session, 2nd Year:
Due at the beginning of the Directed Research I-CP 650 two-hour class: Thesis Outline and Ethics Application submitted electronically to both the Research Associate and thesis advisor. Research Associate approval signifies completion of Directed Research I-CP 650 if the attendance roster submitted by the thesis advisor to the Director of Research indicates sufficient attendance at thesis meetings.

Fall, Winter, Spring Quarters, 3rd year: Directed Research II-CP 651:
Students work to complete the thesis with their thesis advisor and editor.

Timeline to 'walk' at Commencement on Memorial Day weekend:
Also applies to Early Enrollment in Directed Research II-CP 651 (Fast Track). Thesis advisors may suggest earlier guideline dates for their advisees.

December 15 Fully edited, first full-length draft of the thesis to the thesis advisor.
February 1 Fully edited, revised, full-length draft to the thesis advisor for approval.
February 15 Fully edited, advisor-approved, full-length draft, without editing marks, to the Research Associate and Internal APA Proofreader.

After review by the Internal APA Proofreader and Research Associate and completion of necessary revisions by the student, the final, fully edited, full-length draft is submitted to the Research Associate for approval.
March 15  If the final draft is approved by the Research Associate, the student submits the following to the Research Associate via USPS or FedEx:  
1. One electronic and three bound copies of the thesis  
2. ProQuest forms (three) and check made out to ProQuest  
3. One hard copy of the Title Page  
4. One hard copy of the Abstract  
5. Evaluation of thesis advisor sent via e-mail attachment  
This constitutes completion of the thesis and of Directed Research II-CP 651.  

Thesis Presentation Day:  
Thesis Presentation Day is held on Friday, the day before Commencement. Students may choose to present a brief synopsis of the thesis to the Pacifica community, friends, and family. Students who complete the thesis by May 1 are invited to participate even if not ‘walking’ at commencement.  

Timeline for students not completing the thesis in time to 'walk' at Commencement or participate in thesis presentation day:  
Thesis advisors may suggest earlier guidelines than the following for their advisees:  

March 15  Fully edited, first full-length draft of the thesis to the thesis advisor.  
May 1  Fully edited, revised, full-length draft to the thesis advisor for approval.  
May 15  Fully edited, advisor-approved, full-length draft, without editing marks, to the Internal APA Proofreader and Research Associate.  

After review by the Internal APA Proofreader and then the Research Associate and completion of necessary revisions by the student, the final, fully-edited, full-length draft is submitted to the Research Associate for approval.  

June 15  If the final draft is approved by the Research Associate, the student submits the following to the Research Associate via USPS or FedEx:  
1. One electronic and three bound copies of the thesis  
2. ProQuest forms (three) and check made out to ProQuest  
3. One hard copy of the Title Page  
4. One hard copy of the Abstract  
5. Evaluation of thesis advisor sent via e-mail attachment  
This constitutes completion of the thesis and of Directed Research II-CP 651.  

Timeline for Thesis Extensions:  
The following applies for students who:  
1. Signed up for Early Enrollment in Directed Research II-CP 651 (Fast Track) Summer, 2nd Year, and fail to complete the thesis by March 31, 3rd Year,  
2. Signed up for Directed Research II-CP 651 in Fall, 3rd Year, and fail to complete the thesis on June 30, 3rd Year.  
   • Students register for Extension on Directed Research II-CP 653A for one quarter and, if needed, for CP 653B for one quarter completing a fully edited, revised
full-length draft that is approved by the thesis advisor. These two thesis extensions are the maximum number of thesis extensions allowed.

- Students submit* the fully edited, clean, advisor-approved, full-length draft to the Internal APA Proofreader and Research Associate for final review and approval. The submission of the advisor-approved draft to the Internal APA Proofreader and Research Associate must occur at least six weeks prior to the end of a quarter-long thesis extension for the Internal APA Proofreader and then the Research Associate to review and contact the advisee about final revisions.

*Submission Due Dates:

- Fall Quarter: November 15
- Winter Quarter: February 15
- Spring Quarter: May 15
- Summer Quarter: August 15

- If the final draft is approved by the Research Associate, submit the following to the Research Associate via USPS or FedEx:
  1. One electronic and three bound copies of the thesis
  2. ProQuest forms (three) and check made out to ProQuest
  3. One hard copy of the Title Page
  4. One hard copy of the Abstract
  5. Evaluation of thesis advisor sent via e-mail attachment

This constitutes completion of the thesis and of Extension on Directed Research II-CP 653A or Extension on Directed Research II-CP 653B.