



Masters Thesis Advising Agreement

Last Name _____ First Name _____

Street Address _____

City _____ State _____ Zip Code _____

Country _____ Telephone Number _____

Email Address _____

A student may choose to write a Masters Thesis (research paper, minimum 50 pages, maximum 100) or Project (an experiential, work-oriented project, or creative art work) with written documentation. This thesis will be developed with the advice and under the supervision of the Major Advisor. All theses must meet the following guidelines and requirements:

1) Each thesis must demonstrate graduate level competency in writing and knowledge.

Theses may be focused on research, a creative project, teaching project, or other projects that clearly demonstrate the student's creative capacities. The topic of the Master's thesis must be developed and have the approval of the Major Advisor.

2) Each thesis must demonstrate understanding of Subject/Object Synthesis.

At most universities, the requirement for papers is exclusively for objective, dispassionate analysis and research. At The Wisdom School of Graduate Studies, we turn this on its head and require both a rigorous demonstration that the student understands the content of the course or thesis project, and can use footnotes, bibliographies, proper formatting, etc., as well as demonstrate an equally rigorous insight into his or her interior journey as a result of learning the content at hand. In our view, it is the capacity to combine an objective grasp of the material under consideration and also engage in the introspective work of discerning how the material is actually affecting one's inner life and soul growth that is a mark of wisdom.

Responsibilities of the University

The Dean of Students will:

1. Give initial guidance to the Student in clarifying the questions of inquiry, and in thinking through the general direction of the thesis.
2. Help the student in the choice of a Major Advisor.
3. Support the student in meeting his or her timeline.
4. When deemed appropriate or necessary by the Major Advisor and/or Student, be available for phone consultation with the Major Advisor and the candidate.
5. Will review and give final approval to each thesis following a positive recommendation from the Major Advisor.

The Major Advisor will:

1. Be available to help the student clarify his/her question of inquiry or statement of thesis in preparation for a proposal.
2. Approve the proposal and preliminary outline as presented by the student.
3. Support the student in meeting the timeline as outlined in the Student Catalog.
4. Assess whether the student has demonstrated a thorough knowledge of the subject matter and bibliographical resources of the project.
5. Review each draft in regard to content.
6. Be available for consultation with the Dean of Students and the student should problems arise.
7. Approve of the final draft of the thesis.
8. Sign the title page of the completed thesis.

Responsibilities of the Student

Student will:

1. Confer with the Dean of Students as to the initial questions and general outline of his/her thesis.
2. Confer with the Dean of Students concerning the selection of a Major Advisor.
3. Approach the potential Major Advisors to discuss and request advising.
4. If the advisor is not a University faculty member, the Student will present the credentials of the Major Advisor to the Dean of Students, including his/her curriculum vitae, for final approval.
5. Work under the direction of the Major Advisor in order to develop an initial proposal and preliminary outline of the project.
6. Be available for consultation with the Dean of Students and with the Major Advisor should problems arise.
7. Adhere to the formatting guidelines of the *Manual of the American Psychological Association* (6th edition) **APA**. If this style is not utilized, the thesis will not be accepted.
8. Respond conscientiously to the feedback and advice of the Major Advisor and the Dean of Students.
9. On completion of the thesis, the Major Advisor either approves the thesis to the Dean of Students or recommends that more refinement needs to be done.
10. Finally, the student must complete all the graduation requirements as outlined in the Student Catalog.

Anticipated Start Date: _____ Anticipated Completion Date: _____

Advising and Thesis Credit Fees

The Advising fee (\$800) and Thesis Credit Fees of \$1120 for a total of \$1,920 are payable either as one lump sum (with a \$200 discount) or extended with installments of up to 3 semi-annual payments over a three-year period. Please check your choice of payment option:

Payment in Full (\$1,920 less \$200 discount for a total of \$1,720 included with form)

1 yr: 2 payments (\$960 each)

18 months: 3 payments (\$640 each)

The first installment (\$400) of the Advising fee is paid to the Major Advisor after the signed Advising Agreement and completed Form W-9 for U.S. based individuals or Form W8BEN for non-U.S. based individuals have been received and approved by the University. The remaining installment (\$400) is paid after the University approves the Thesis.

Student Name (printed) _____

Student Signature _____ Date _____

Major Advisor Name: (printed) _____

Advisor Signature _____ Date _____

Advisor Email Address: _____

Advisor Mailing Address: _____

(Payment will be mailed to address you list above)

Advisor Home #: _____ Cell: _____

Wisdom School of Graduate Studies, Ubiquity University Administrative Use

Date Form Received _____ **Approved** _____

\$ _____	Dt: _____
\$ _____	Dt: _____
\$ _____	Dt: _____