

PROCEDURES FOR WRITING THE MA DEMOGRAPHY THESIS

Student	UPPI
1. Student writes the UPPI Director requesting for appointment of thesis adviser and fills out CSSP OGP Form 39	
	2. UPPI evaluates the student's records to ensure that he/she has completed all required courses with no grade of incomplete (INC) and has taken or currently taking Demo 300
	3. UPPI designates an adviser and submits CSSP OGP Form 39 to the CSSP Graduate Office
	4. UPPI informs the student the name of his/her thesis adviser and provides a copy of the "Procedures for Writing the MA Demography Thesis"
5. Student writes proposal in consultation with adviser	
6. Student submits 3 copies of the thesis proposal to UPPI (at least 14 days before proposal defense date)	
	7. Adviser submits CSSP OGP Form 37 requesting for proposal defense date schedule and recommends panel members (Note: The form and 3 copies of the proposal should be submitted at least 14 days before proposal defense date; Also take note of the 16-week rule between proposal defense date and thesis defense date.)
8. Student prepares a Powerpoint presentation for his/her proposal defense	
9. Student defends proposal	
	10. Panel members sign result of proposal defense form; UPPI submits the form to the CSSP Graduate Office
	11. UPPI informs the student the result of the proposal defense and provides a copy of the "Thesis Format Guide for MA in Demography"
12. Student makes revisions (if any) on the proposal in consultation with adviser	
	13. UPPI designates a critic and panel member and informs the student about the composition of his/her thesis panel
	14. Adviser writes the Dean recommending the appointment of a critic

Student	UPPI
15. Student writes the thesis in consultation with adviser	
16. Upon approval by the adviser, student submits to the critic a copy of the thesis draft	
	17. Critic reads the thesis
18. Student revises the thesis based on the comments and suggestions of the critic	
	19. Critic writes the Dean that the thesis is ready for oral defense
20. Student provides UPPI 4 copies of the thesis draft for each thesis panel member (including the Dean's Rep) at least one month before the thesis defense date	
	21. Adviser submits CSSP OGP Form 37 requesting for defense date schedule and recommending members of the panel (Note: The form and the 4 copies of the thesis draft should be submitted at least one month before thesis defense date.) ➔ CSSP Graduate Office looks for Dean's Representative to the thesis panel
22. Student prepares a Powerpoint presentation for his/her thesis defense	
23. Student defends thesis	
	24. Panel members sign result of thesis defense and either approve the thesis without revision, with revision or fail
25. Student makes the necessary revisions and submits a revised copy of the thesis to the assigned panel members for approval	
26. Student requests from CSSP Graduate Office the approval sheet to be attached to the thesis	
27. Student submits 5 bound copies of the thesis and an electronic copy of the abstract to the CSSP Graduate Office, and submits a bound copy and electronic copy of the thesis to the UPPI Director's Office (c/o Ms. Nea Santos)	
	28. UPPI submits via CRS the student's grade for Demo 300 (either Pass or Fail) and submits a Grade Report to the CSSP Graduate Office