

MASTER'S THESIS

Thesis Committee

The thesis committee is composed of at least three members. The thesis director will be selected by the student and, with guidance from the thesis director, the student will select the other two committee members. The thesis committee must then be approved by the chair of the major department and the appropriate academic dean. Any change in the composition of the thesis committee will be approved in the same manner.

Proposal

The candidate, in consultation with the chair of the thesis committee, will select a subject of investigation and determine the availability of the required sources, facilities, materials, and equipment for the research and the writing of the thesis. The student will prepare a thesis prospectus which will specify the thesis topic, detail the purpose of the proposed investigation, describe the proposed method(s) of investigation, indicate the relationship of study to relevant research and findings of scholars in the student's area of concentration, and provide a commentary on source materials and/or facilities available for the successful completion of the research.

Prospectus

A prospectus is an abstract of the proposed thesis which consists of a two-page summary of the literature review, rationale, methods, and proposed data analysis. After the committee has approved the proposal and signed the prospectus, it is submitted to the appropriate academic dean for final approval. Any subsequent changes in topic or the proposed method of investigation must be approved in writing by the thesis committee and submitted for approval to the academic dean.

Thesis Preparation

To facilitate the preparation of the thesis, the candidate should procure a copy of the *Directions on Form, Preparation, and Submission of The Final Copies of Master's Theses and Doctoral Dissertations*. These guidelines are available from the appropriate academic dean's office or the University's Office of Graduate Studies.

Thesis Procedure

The candidate must submit the completed thesis to the committee for final approval at least three weeks prior to the date of expected graduation. The following steps are the order of procedure:

- The chair of the thesis committee will establish a time and location for administering a verbal defense of the thesis. Members of the thesis committee and all members of the graduate faculty in the candidate's major field will be invited to attend the verbal defense and may question the candidate.
- The academic dean shall be informed of the time and location for the examination. Each Graduate Advisor will submit a final written report to the appointing dean providing an assessment of the thesis, dissertation, or oral examination committee's procedures and actions.
- After the examination is passed and the thesis is approved and signed by the committee, the typed original shall be submitted to the academic dean at least two weeks prior to the date on which the candidate expects to graduate. **[See the academic calendar each semester for the exact deadline of submission.]**
- Upon receipt of approval of the academic dean, routing continues to the Dean of Graduate Studies and then to the Newton Gresham Library. Upon approval of the Director of the Newton Gresham Library, the original and the required number of acceptable copies of the thesis are submitted to the Newton Gresham Library by the candidate. (Reproduction of the thesis is the responsibility of the candidate.) The candidate will pay the Newton Gresham Library for the binding costs. The original copy of the thesis will remain in the library collection.
- The student takes the completed Thesis Route Sheet to the Registrar.

Thesis Process Checklist

(College of Humanities and Social Sciences)

1. Student selects a topic and assembles a committee. Complete and send Appointment of Thesis Committee Form to the Dean's Office.
2. Pass comprehensive exams. This needs to be completed by the deadline on the CHSS webpage. Some students might complete the comprehensive exams after the proposal defense. Send form to the Dean's Office.
3. Determine appropriate style manual. (*Choose APA-Style for Psychology*)
4. Secure approval for human subjects if necessary (before proposal defense).
5. Submit draft of proposal to thesis committee. Defend proposal. Send Proposal/Prospectus Defense Form to Dean's Office.
6. Work with Director on thesis.
7. Submit draft to thesis committee.
8. Take draft to Library for approval of basic style and format (6 weeks prior to graduation).
9. Defend thesis/dissertation. Send Thesis Defense Form to Dean's Office. This must occur before thesis will be accepted for signatures.
10. Make corrections and return to Director.
11. Secure signatures of thesis committee on approval page (on bonded paper) and Thesis Director's signature on the Route Sheet.
12. Take thesis, signed approval page (on bonded paper), and route sheet to Dean's Office. Director's signature should be on the Route Sheet and approval page.
13. Make recommended changes and return corrected copy to Dean's Office for signature.
14. Take final copy (on bonded paper), approval sheet (on bonded paper), extra abstract (on bonded paper) and Route Sheet to the Library for signature.
15. Make any changes requested and return final copy plus all extra copies, approval sheet, extra abstract, and Route Sheet to the Library for final signature.
16. Take Route Sheet to Graduate Studies Office.
17. Take signed Route Sheet to the Registrar's Office.

Thesis Defense

College of Humanities and Social Sciences

4-12-05

Date: _____

Department: _____

Student's Name: _____

SS #: _____

Graduating Semester: _____

A Thesis Defense was administered on _____, 200__, at
Date

Time

The examining committee consisted of the following members:

Printed Name	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Title: _____

Grading on Thesis Defense: _____
(Please list results of Thesis Defense)

Graduate Advisor Date

Department Chair Date

Dean, College of Humanities and Social Sciences Date

Thesis Route Sheet
College of Humanities and Social Sciences

4-12-05

Name of Student: _____

SAM ID or SSN: _____

Major Subject: _____

Minor Subject: _____

Title of Thesis:

This Route Sheet must be properly filled out, signed, and routed through the appropriate channels before student will be eligible for graduation. It is the responsibility of the student to walk materials to the appropriate department.

SIGNATURES:

Thesis Director

Dean, College of Humanities and Social Sciences

Office of Graduate Studies

Librarian

Registrar