

## **Guidelines for Completing a Thesis** (3-6 Credit Hours)

Educ or Mgmt 696/697 Prerequisite: *Permission of the Dean of Graduate Programs and substantial completion of the program (normally 27 hours)*

A student may select to propose to complete a **Thesis** which involves a formal research of a topic related to the student's field of interest. It can conform to experimental, descriptive, or historical approaches, and is presented in the most current standard APA (American Psychological Association) five-chapter configuration. Unlike an Action Research Project, the focus of the endeavor will not be the participant's own teaching situation. The student's Faculty Mentor and the Dean of Graduate Programs grant approval of the project.

The requirements for completion of the Master of Science Degree Thesis are as follows:

1. The student is encouraged to complete the required research courses, Educ or Mgmt 601 - Study Design and Data Collection and/or Educ or Mgmt 602 - Statistical Methods and Data Analysis.
2. The student completes the major part of the program (normally 27 hours).
3. The student consults with the Dean of Graduate Programs to arrange for a Faculty Mentor and to discuss potential topics and procedures for the Thesis. The Faculty Mentor oversees the thesis process.
4. The student discusses the timeline for the completion of the Thesis with his/her Faculty Mentor.
5. The student submits a copy of the written proposal describing the Thesis (APA style) to the Faculty Mentor.
  - a. Statement of essential topic (e.g., thesis statement) and rationale for the Thesis
  - b. Brief, preliminary review of literature
  - c. Description of procedures to be followed, including the timeline with estimated completion date
  - d. Description of population (if applicable)
  - e. Assessment strategies
  - f. Projected conclusions (i.e., hypothesis), if applicable
6. The Faculty Mentor arranges a meeting with the student to review proposal and note corrections and suggestions. The revised proposal is submitted to the Dean of Graduate Programs to determine if project is exempt from the Institutional Review Board (IRB) process. If the project is exempt, the student proceeds under the direction of the Faculty Mentor. If IRB approval is necessary, the Board will consider the proposal and may request additional information. If the project is not approved by the IRB, the student returns to Step #3 and proceeds with the approval process. When approved, the Faculty Mentor notes this on the Permit to Register Form.
7. The Faculty Mentor accepts the proposal, signs and submits it to the Dean of Graduate Programs for approval. The Dean of Graduate Programs signs the Permission to Register Form and places it in the student's file.
8. The student discusses the proposal with the Faculty Mentor, making necessary additional adjustments.
9. The student begins the Thesis. Student meets with the Faculty Mentor at regularly- scheduled sessions. It is the responsibility of the Faculty Mentor to monitor progress.
10. The student presents the completed Thesis to the Faculty Mentor for review and possible recommendation of revisions. The Thesis may be a minimum of 10 pages for every credit hour received.
11. The student revises if necessary.

12. The student submits a copy of the final Master of Science Degree Thesis to the Faculty Mentor.
13. The Faculty Mentor reviews the completed thesis and approves or rejects the completed thesis.
14. The Faculty Mentor meets with the student to revise and resubmit for final approval to the Dean of Graduate Programs who will sign the Thesis Acceptance Form indicating final paper approval.
15. When approved, Faculty Mentor submits the final Master of Science Degree Thesis and the Acceptance Form to the Dean of Graduate Programs.
  - a. Final Thesis is archived in the Graduate Programs Office.
  - b. Thesis Acceptance Form is placed in the student's file in the Graduate Programs Office.
16. The Faculty Mentor signs the appropriate document recommending a final grade to the Dean of Graduate Programs.
17. The Dean of Graduate Programs submits the final grade to the Student Records Office.
18. If the thesis is not completed during a regular grading period, the Faculty Mentor may recommend a grade of "Incomplete."
  - a. The student and Faculty Mentor must complete a contract for "Incomplete" coursework indicating the reasons for the "Incomplete" grade and describing the work remaining before a letter grade may be assigned for Educ or Mgmt 696/697. The contract is submitted to the Dean of Graduate Programs.
  - b. The Dean of Graduate Programs submits a grade of "Incomplete" to the Student Records Office.
  - c. **All unfinished work for the Master of Science Degree Thesis must be completed and the grade submitted to the Student Records Office within the next academic term (not including summer session).**