

College of Education

Flow Chart for Theses and Dissertation Approval

Read “GUIDELINE FOR THESES AND DISSERTATIONS” section of University Bulletin

(Refer to [Graduate School section of the Bulletin](#))



Download [Guide for Preparing Theses and Dissertations](#) from the USA Graduate School homepage



Purchase the *Publication Manual of the American Psychological Association*

<http://www.apa.org/>

(if have not yet done so)



Select Committee Chair

(must be Full member of the Graduate Faculty for dissertations. Associate members of the Graduate Faculty may chair theses)



Select Committee Members

(Minimum 2 for Thesis; 3 for dissertation in addition to chair)

(Must all be Graduate Faculty and at least one member

Must be from outside of the candidate's department)

(Complete [GS Form#4](#): Appointment of Graduate Faculty to a Dissertation or Thesis Committee and obtain necessary signatures)



Appointment of Thesis and Dissertation Committee by Dean of The Graduate School

(Student can now register for 599 Thesis or 799 Dissertation credit with Committee Chair's permission)



Work with Committee Chair to Develop Proposal

(Committee Chair may require a 1-3 page working paper to approve the concept before the prospectus is begun. Equivalent to first three chapters of final document.)



Distribute Draft of Proposal to Entire Committee with Committee Chair's Approval



Hold Proposal meeting



Committee Approval of Proposal



Director of Graduate Studies Approval of Prospectus



Submit Application to Institutional Review Board for Approval if Research Project involves Human Subjects



Director of Graduate Studies coordinates activities with Public Schools
(if necessary)



Begin Data Collection
(only after approval of Committee, Director of Graduate Studies and IRB)



Present Draft of Thesis or Dissertation to Chair of Committee



Present Draft of Thesis or Dissertation to Committee when approved by Committee Chair



Schedule Oral Examination When Thesis or Dissertation is Approved by Committee



Oral Examination of Thesis or Dissertation by Committee



Make Corrections Required by Committee and Obtain Committee Signatures



Submit Thesis or Dissertation to the Director of Graduate Studies and Research for Approval

(Must be submitted to the Director of Graduate Studies by the posted deadline.
See [Graduate School webpage](#) for dates)



Final Draft to Graduate School

(see [Guide for Preparing Theses and Dissertations and Graduate School Deadlines](#))

