

SUGGESTED PROCEDURES FOR THE PROCESSING OF COLLEGE OF EDUCATION AND HUMAN SERVICES THESES AND DISSERTATIONS

Submission of Proposals

Before the Proposal Meeting

Utilizing the Major Professor and committee members as resource persons, the candidate will develop a thesis or dissertation proposal devoted to the exploration of an appropriate problem. In certain cases (advanced statistical techniques, unique research design, etc.) the student may have to go outside the committee to obtain the needed expertise.

By the **25th** day of the month prior to an agreed upon proposal meeting date with the Major Professor and other committee members, the candidate will notify the Graduate Dean of the dissertation proposal meeting by returning a signed Schedule for the Presentation of the Proposal form to the Graduate School.

At least two weeks prior to the dissertation or thesis proposal meeting date, copies of the manuscript should be distributed to the Major Professor and other committee members, appropriate departmental office for review by any faculty member. Questions or concerns from faculty will be relayed to the Major Professor at least two full days prior to the scheduled proposal meeting. Additionally, a copy of the dissertation proposal should be provided to your department for availability to the graduate representative if they so choose to review it prior to the defense.

The candidate's name, title of the proposed study, name of the major professor, and date of the proposal meeting should be submitted with the manuscript. **Each proposal should reflect and be based upon an extensive review of the literature.** Although the design of the study normally determines the items included in a proposal, most should include but not necessarily be limited to the following information:

- Statement of the Problem
- Purpose of the study---states the goals of the research
- Hypotheses, Research Questions and/or Objectives
- Significance---indicates why this problem and this study are important; conceptual framework, relevant literature
- Method (or Procedures)---describes instrumentation, how the study will be conducted, how the data will be collected
- Limitations---conditions beyond the control of the researcher that may restrict the study's conclusions

- De-limitations---restrictions placed on the study by the researcher that may restrict the study's conclusions
- Assumptions---the researcher's beliefs about design aspects of the study which may or may not have been validated
- Treatment of the Data---analyses to be conducted, including as appropriate, the specific statistical procedures, and alternatives to be used if they are necessary
- Evidence the study is in compliance with the university policy relating to Human Subjects Protection (VC 3.3)

The decision to include each or any of the above proposal parts (or others) should depend upon the section's appropriateness to the specific study. Further, the proposal must show clear evidence that an appropriate methodology in which the candidate is proficient has been chosen prior to submission.

The proposal defense should be open to all interested graduate faculty and students. Voting persons include the Major Professor and committee members only.

After the Proposal Meeting

The Graduate School Proposal form should be completed and signed by the Major Professor and other committee members and by the appropriate Department Head(s). Additionally, the candidate and Major Professor will prepare either a Proposal Addendum, delineating specific changes to the research plan which have occurred subsequent to the submission of the original manuscript, or a statement that there have been no changes made.

The signed Graduate School Proposal form and accompanying Proposal Addendum or statement of no change and a copy of the proposal will be submitted to the Dean of the College of Education and Human Services. Upon approval by the Dean, they will be forwarded to the Dean of the Graduate School for approval. After review of the proposal, approval will be signified by the signed copy of the form that we will mail back to you.

Submission of Theses or Dissertations

Before the Final Defense

The candidate will complete the agreed upon research and prepare a final manuscript.

By the **25th** day of the month prior to an agreed upon date for a final dissertation defense with the Major Professor and other committee members, the student will notify the

Graduate Dean of the meeting by obtaining the appropriate signatures on the Schedule for the Final Defense and returning the signed form to the Graduate School.

At least two weeks prior to the final dissertation or thesis defense date, copies of the completed manuscript should be distributed to the Major Professor and other committee members, appropriate departmental office for review by any faculty member. Questions or concerns from faculty will be relayed to the Major Professor at least two full days prior to the scheduled final defense. Additionally, a copy of the dissertation or thesis should be provided to your department for availability to the graduate representative if they so choose to review it prior to the defense.

The dissertation or thesis defense should be open to all interested graduate faculty and students. Voting persons include the Major Professor and committee members only.

After the Defense

The candidate will obtain relevant signatures on Signature Pages and the Graduate School Approval form. Additionally, the candidate and the Major Professor will prepare a list of agreed upon changes or modifications to be made to the defended manuscript prior to its submission to the Graduate School.

The candidate will submit the completed Graduate School Approval Form, Signature Pages, and a copy of the completed manuscript to the Graduate School. Candidates are cautioned to be aware of required deadlines for final submission of all dissertation or thesis manuscripts, necessary forms, copyright agreements, UMI materials, fee payments, applications for graduation, etc.