



School of Graduate Studies and  
Research

# Thesis and Dissertation Guide

2019 - 2020



## Thesis and Dissertation Guide

Students matriculating in a graduate program at Norfolk State University must complete a dissertation when enrolled in a doctoral program or a thesis when enrolled in a thesis option master's degree program. The dissertation and thesis demonstrates a student's capacity to conduct independent, scholarly research under the supervision of a chair and members of the dissertation/thesis committee.

This Thesis and Dissertation guide has been developed to assist students and committees in the preparation of a thesis or dissertation. This guide has been approved by the Graduate Council of NSU. The primary purpose of this document is to provide uniform standards regarding style and format that allows enough flexibility to satisfy the acceptable practices of each academic discipline.

Theses and dissertations must demonstrate a comprehensive understanding of the relevant literature and provide a clear explanation of the method, results, and significance of the research. The chair and committee have a vital role in assisting students in the development of research competency.

**Thesis/Dissertation Committees.** Thesis/Dissertation committees help guide students through the thesis or dissertation process. Committees should be formed in consultation with the chair and following the policies and procedures of the specific program. Committees should be formed early to allow students to gain feedback on the proposed project. Committee members are expected to have some level of expertise that can contribute to the quality of the project.

Once a committee is formed, each member should sign the Thesis/Dissertation Committee Form (Appendix A). If a committee member is replaced, complete the Thesis/Dissertation Committee Change Form (Appendix B) with the current committee name(s), the replaced committee name(s), and have the new committee member(s) sign the change form. These forms should be submitted to the Graduate Program Chair/Director (GPC) once completed. The GPC will upload a copy of the form to the Office of Graduate Studies SharePoint sites.

**Proposal Defense.** When the chair has agreed that the proposal document is ready to present and defend, students must submit the proposal document to the committee no later than two weeks prior to the proposal meeting. Upon completion of the proposal defense meeting, the committee confers in private and decides if a student passes with no revisions, passes with minor revisions, must resubmit and re-present the proposal due to major revisions. If revisions are required, the chair will document these revisions in written format and provide them to the student. The chair and the student should develop a timeline for completing the revisions for resubmissions. If major revisions are required, the proposal meeting must be re-scheduled within the next semester. New timelines for theses or dissertation completion do not change the four-year (master degrees) or seven-year (doctoral degrees) time limit for degree completion. This process should be documented on the Thesis/Dissertation Proposal Defense Form (Appendix C).

The approved proposal serves as a contract between the student and the committee regarding the scope of work. Any changes to the scope must be agreed to by the student and the committee and documented.

If students are conducting research with human participants or animals, they must complete the Collaborative Institutional Training Initiative ([CITI](#)) module on the Responsible Conduct of Research training. Information on this training can be obtained from the Office of Sponsored Programs. Copies of the completed training must be submitted to the chair and GPC. The Human Subjects Review Committee must approve all research at Norfolk State University. Contact the Office of Sponsored Programs for IRB forms and requirements. If modification of the proposal is approved by the committee that involves human or animal participant data collection, then a modification request must be submitted to IRB and approved prior to data collection. The process of approval (including the approval number) must be cited in the text of the thesis/dissertation.

**Announcement.** The chair or program director will submit an announcement to the School of Graduate Studies when the student is ready to defend. This process should be documented on the Request to Schedule Final Oral Defense Meeting (Appendix D) Members of the students' committee should sign the back of the form indicating their approval of the final defense meeting.

**Final Defense.** When the chair has agreed that the document is ready to present and defend, students, with the permission of the chair, shall submit the final document to the committee no later than two weeks (10 business days) prior to the defense meeting. Students should check with their GPC regarding specific procedures for notifying Graduate Studies. Graduate Studies will notify the NSU community of the defense meeting which is open to the public.

Upon completion of the defense meeting, the committee confers in private and decides if a student passes with no revisions, passes with minor revisions, must make major revisions and reschedule the defense, or fails. This decision should be based on the written and oral presentation of the project that was agreed upon by the committee. If revisions are required, the chair will document these revisions in written format and provide them to the student. The chair and the student should develop a timeline for completing the revisions for resubmissions. If major revisions are required, the defense meeting must be re-scheduled. The revisions must be completed within the four-year (master degrees) or seven-year (doctoral degrees) time limit for degree completion. This process should be documented on the Thesis/Dissertation Final Defense Form (Appendix E).

Once final approval has been obtained from the committee, the student should review this document for formatting requirements to ensure compliance with the format guide of the School of Graduate Studies and Research. Once all changes are made, the document is submitted to Graduate Studies for final review.

**Grades for thesis and dissertation.** Thesis and dissertation courses are graded as Pass (P) or Fail (F). Grades of Incomplete (I) are recorded on the student's EVAL until ALL of the following conditions are met:

1. The thesis or dissertation is approved by the committee and chair.
2. The format requirements of the School of Graduate Studies has been met and approved.
3. The document has been submitted for binding or has been bound and submitted to the chair or GPC/D.

The end date for incomplete grades should align with the time limit for degree completion.

**Binding.** Students must follow the procedures of their department for binding. If the student's department requires the student to secure binding of their document, Norfolk State University uses the following binding service:

Long's Roulet Bookbinders, Inc  
2800 Monticello Ave  
Norfolk, VA 23540  
757-623-4244

Once the document has been submitted for binding, the student should submit a copy of the payment receipt to their chair or GPD/C. An incomplete removal request for theses or dissertation grades will then be submitted to the Registrar's office.

**Continuous registration.** Students who have completed all degree requirements except for their thesis or dissertation must be continuously enrolled at the university including the semester in which they plan to graduate. Students must register for continuous registration each semester and pay the required fee which is equivalent to one credit hour. If a student is not continuously enrolled, then the student must apply for readmission and pay the required fees.

**Graduation.** Students with grades of Incomplete are not eligible to submit applications for graduation. To be eligible to participate in spring commencement, the following deadlines apply:

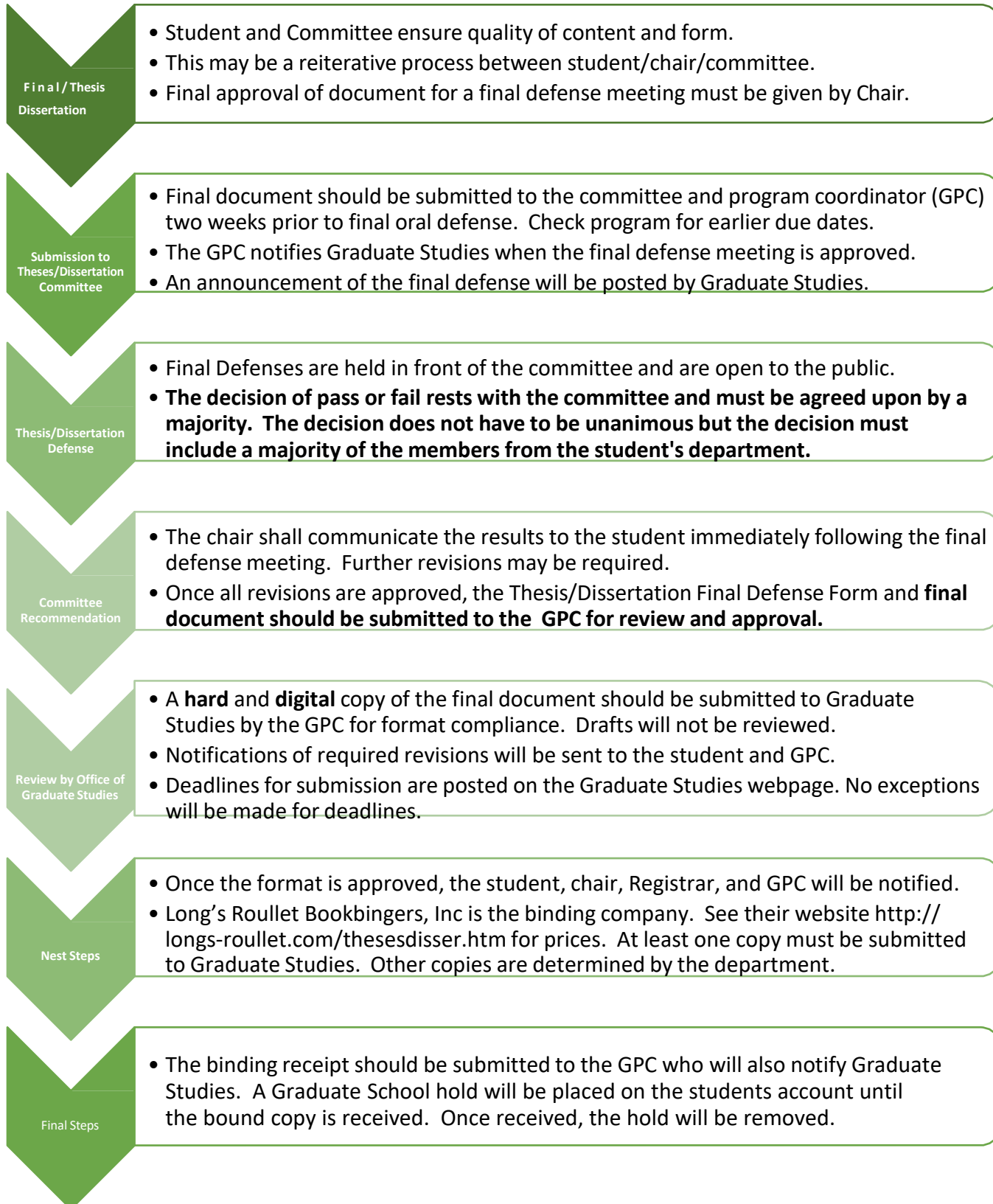
### **Due dates**

.See Graduate Studies' website for dues dates for submission of document for format approval. Typically, documents are due 6 weeks prior to commencement in the fall and spring for students who plan to participate in the commencement ceremony. Adherence to the format guidelines ensures timely processing of documents.

### **Other Important Dates:**

Thesis/Dissertation Format Assistance: For students who would like feedback on the format of their documents, a Graduate Assistant will be available during the fall and spring terms. Check with Graduate Studies (823-8015) for dates and times.

## Process for Submitting Theses/Dissertations



## General Format Requirements

- 1. Final approved manuscript:** One original copy must be printed, one sided, on white, acid free (alkaline pH) 100 percent cotton fiber paper. This paper must be used for all pages except for those requiring special photographic paper or foldout pages. Any figures or tables must conform to the margins.

The paper must have a watermark that confirms that the paper is one of the approved brands or is acid-neutral OR 100% rag content. Acceptable watermarked paper include:

Crane's Thesis Paper	Strathmore Bond
Hammerhill Bond	Hollinger Acid-Free Bond

Subsequent copies can be printed on good quality bond paper that is at least 25% rag cotton fiber. Recycled, erasable, and regular copy machine paper are not acceptable.

## 2. Organization of the Thesis/Dissertation

The thesis/dissertation should be organized in the order indicated below.

### PRELIMINARY PAGES

Title Page with committee signatures (no page numbers)

Abstract (no page number)

*Copyright notice (optional)*

*Dedication (optional)*

*Acknowledgements (optional)*

Table of Contents

List of Tables (if two or more appear in text)

List of Figures (if two or more appear in text)

List of Code Listing, Equations, and Acronyms (if two or more appear in text)

### MAIN BODY

Introduction

Main body of text divided into various chapters or sections

Discussion (Summary, Conclusions, Implications)

### REFERENCES AND SUPPLEMENTAL SECTIONS

References

Appendix material (i.e. copyrights)

**Copyright.** By law, students may claim their own copyright in a thesis or dissertation. Information on securing copyright through the U.S. Copyright Office can be found at this link: <https://www.copyright.gov/help/faq/index.html>. Candidates must not violate copyright laws. All sources cited in theses and dissertations should be properly credited and permission to use a portion of the work of another must be obtained in writing. The candidate must adhere to all stipulations on the presentation of copyrighted material. The copyright holder may charge a fee.

### 3. MANUSCRIPT REQUIREMENTS

#### Font Face

1. The manuscript must have a uniform font or typeface throughout the document. New Times Roman is recommended for the font. Do not use different sizes or styles in the document. The Chair of the committee will make the final decision regarding legibility and acceptability of fonts.
2. Italics and boldface print (in the same size as the text) may be used for major headings, subheadings, and for emphasis. Underlining is acceptable but should not be used with boldface or italics.
3. Tables and figures, and materials in the appendices may be of different fonts.

#### Font Size:

1. The manuscript must have a uniform **12 point font size**.
  - a. All headings must be consistent within the document.
  - b. Tables, Figures, Images, and appendix material can vary in font size.
  - c. Point size reductions can occur for footnotes, tables, figures and appendix material only. The minimum size is 10 font size and must be large enough to read after scanning to PDF.
    - Figures titles should be:
      - Aligned directly under the figure
      - Numbered consecutively throughout the document or by chapter.
        - Example: Fig. 1, Fig. 2 or consecutively throughout document or
        - Fig. 1.1, Figure 1.2 for chapter 1 and Fig. 2.1, Fig. 2.2 for chapter 2, etc.
    - Table headings should be:
      - Numbered and listed at the top of the table with a title.
      - Numbered consecutively throughout the document or by chapter.
        - Example: Table 1, Table 2 or consecutively throughout document or
        - Table 1.1, Table 1.2 for Chapter 1 and Table 2.1, Table 2.2 for chapter 2, etc.

## Pagination

1. Pages should have 1” margins throughout the document.
2. Page numbers are placed in the upper right-hand corner of the page, approximately one-half inch below the top edge of the paper and one inch from the right hand edge.
3. PRELIMINARY PAGES must begin with lower case Roman Numerals (iii, iv, etc).
4. The MAIN BODY (Chapters), REFERENCES and APPENDICES pages are numbered with Arabic numbers beginning with 1. Every subsequent page has a page number.
5. Specific page number requirements
  - The **Title page** is assumed to be i (**no page number** appears on this page)
  - The **Abstract** is assumed to be ii (**no page number** on this page).
  - The **first numbered page** is the page after the abstract and is **iii or iv**
  - See section on creating different page numbers in Word.

## Spacing:

1. The spacing must be double spaced throughout the entire document except the dedication page which should be single spaced. There should not be extra spacing between paragraphs.
2. Mixing of spacing is not acceptable.
3. Single spacing is used only for long, blocked, inset quotations, footnotes, endnotes, and itemized or tabular material (except the Dedication page).

## Text:

1. Each paragraph should be indented.
2. Divide MAIN BODY into chapters
3. Chapter Numbers and Titles should be consistent with the Table of Contents.
4. Each text page must have at least 4.5 inches of text on it unless the page contains a table or a figure or the next text begins a new chapter or major section. Minimize blank space on pages.
4. Tables that carry over to another page, must have the Table number, title and headings on the subsequent pages.
5. Figures can be reduced in size to reduce white spaces on pages.
6. Numbering equations should be consecutive. No two equations may be numbered the same unless identical term for term.
7. No page should end with a single line of text.
8. Do not use double column text.



**Major Headings and Subheadings:**

1. All headings must be consistent throughout the document.
2. All major headings must be centered in all capital letters.
3. All chapters must begin on a new page and double spaced.
4. There is no punctuation after a heading or 2<sup>nd</sup> level subheading.
5. Spacing before and after headings must be consistent throughout the manuscript.
6. The style used for subheadings must be consistent throughout the document and must clearly demonstrate different levels. See acceptable subheadings options in sample chapter.
7. Subheadings do not begin on a new page.
8. A subheading at the bottom of a page must be followed by at least one line of text.

**References**

1. The title is the same heading used in the format model (REFERENCES, WORKS CITED, BIBLIOGRAPHY). The heading is in all capital letters and bold if major headings are bold.
2. The reference list must be consistent, accurate, and complete.
3. Only references cited in the text should be included in the reference list.
4. APA Style (current edition) must be used for students in COLA, Education, and Social Work. IEEE style must be used for students CSET. Capitalization, punctuation, headings, and ordering (alphabetized, or alphabetized and numbered, or non-alphabetized and numbered) of information must follow these models.
5. In an alphabetized list, the system of ordering multiple entries must be consistent.

**Appendices**

1. Appendices are for supplemental material such as tables of raw data and survey instruments.
2. A separate appendix must be used for each type of material included.
3. Headings can be centered on a separate page or centered at the top of the first page of the material. Be consistent from appendix to appendix.
4. All materials must be within the margins. Material reduced in size must be legible.
5. Tables and figures in Appendices must be numbered consecutively following the text.
6. Supplemental material can have mixed fonts and be single spaced.

"[Click here and type THESIS TITLE]"

by

"[Click HERE and type Author Name]"

"[Click HERE and type degrees held, dates conferred, institution]"

A Thesis Submitted to the Faculty of  
Norfolk State University in Partial Fulfillment of the  
Requirements for the Degree of

[Click **here** and type DEGREE, such as MASTER OF SCIENCE]

[Click **here** and type MAJOR, such as GEOLOGY]

NORFOLK STATE UNIVERSITY

"[Click here and type Graduation Date: Month XXXX]"

Approved by:

\_\_\_\_\_  
"[Director Name]" (Chair)

\_\_\_\_\_  
"[Member Name]" (Member)

\_\_\_\_\_  
"[Member Name]" (Member)

\_\_\_\_\_  
"[Member Name]" (Member)

\_\_\_\_\_  
"[Member Name]" (Member)

NO PAGE  
NUMBER

ALL CAPS,  
CENTERED AND  
DOUBLE SPACED

MY WORKING TITLE FOR MY THESIS

by

Sheila A. Student  
B.A. May 2013, Norfolk State University

IF DEGREE IS  
OUTSIDE US, ADD  
COUNTRY

A Thesis Submitted to the Faculty of  
Norfolk State University in Partial Fulfillment of the  
Requirements for the Degree of

MASTER OF ARTS

DEGREE MUST  
MATCH NAME IN  
CATALOG

CRIMINAL JUSTICE

NORFOLK STATE UNIVERSITY  
December 2017

Approved by:

\_\_\_\_\_  
"[Chair Name]" (Chair)

\_\_\_\_\_  
[Member Name] (Member)

\_\_\_\_\_  
[Member Name] (Member)

\_\_\_\_\_  
[Member Name] (Member)

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[Member Name] (Member)

SAMPLE  
TITLE  
PAGE

MY WORKING TITLE FOR MY DISSERTATION

by

Sheila A. Student  
B.S. May 2010, Old Dominion University  
M.S. May 2013, University of Australia, Australia

A Dissertation Submitted to the Faculty of  
Norfolk State University in Partial Fulfillment of the  
Requirements for the Degree of

DOCTOR OF PHILOSOPHY

MATERIALS SCIENCE AND ENGINEERING

NORFOLK STATE UNIVERSITY  
May 2017

Approved by:

\_\_\_\_\_  
"[Chair Name]" (Chair)

\_\_\_\_\_  
[Member Name] (Member)

\_\_\_\_\_  
[Member Name] (Member)

\_\_\_\_\_  
[Member Name] (Member)

\_\_\_\_\_  
[Member Name] (Member)

ABSTRACT

[Click **here** and type THESIS TITLE]

"[Click here & type Author's Name in the same format as title page]"

Norfolk State University, 2015

Chair: "[Chair Name]"

[Click **here** and type Abstract Content. It may continue to the next page.]



This section contains a summary of the thesis (dissertation) and is two double-spaces below the heading. It should be indented and contain a brief description of the problem addressed, method, results, and summary. It can continue on a second page but should be no longer than two pages. This page should not contain page numbers.

Double spacing should be maintained throughout the document as well as paragraph indentation.

Copyright, [Year], by [Author Name], All Rights Reserved

SAMPLE  
COPYRIGHT PAGE

Copyright, [Year], by [Author Name], All Rights Reserved



This thesis is dedicated to [Whoever or Whatever]. No heading should be on this page. This section focuses on those who have supported you through your graduate education or life to get to this point. It is not for chairs, committee members, or faculty who have assisted in the research project.

It should be single-spaced and no more than one page.

## ACKNOWLEDGEMENTS

[Click **here** and type Acknowledgements.]

SAMPLE ACKNOWLEDGEMENTS  
PAGE  
DOUBLE-SPACED  
INDENTE PARAGRAPH  
MAXIMUM 2 PAGES

v

## ACKNOWLEDGEMENTS

This should be double-spaced with indented paragraphs. This is where you thank your Director, Chair, Advisor, committee members and/or anyone else who helped you to complete this project. It can be more than one page but no more than two pages.

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INDENT SECOND/THIRD LEVEL HEADINGS.  
NO MORE THAN THREE LEVELS.

VERIFY THAT ALL PAGE NUMBERS ARE CORRECT

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USE DOT LEADERS AND NOT PERIODS TO ALIGN CORRECTLY

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WORDING OF ALL  
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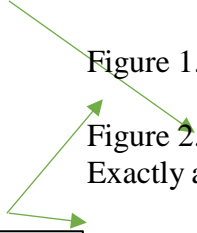
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DOUBLE-  
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## LIST OF GRAPHS

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## I. INTRODUCTION

This is where the start of your dissertation begins. It should begin with page number one in Arabic numbers in the top right corner. It should be double-spaced and indented throughout the document. Please use spellcheck and verify that references are accurate in the document. You can full justify or right justify the document.

When starting a new paragraph, there should only be one double space. Figures and Tables should also be one double space from the text. Subheadings should follow format guide of APA, IEEE, or use the examples in this document.

### Subheading Level 2

Second level subheadings should be sectioned in such a way that it is clear that it is a subheading. Second level subheadings should be consistent throughout the document.

**Subheading level 3.** Indent third level subheadings followed by a period. There should not be more than 3 levels of subheadings.



## 1. INTRODUCTION

This is where the start of your dissertation begins. It should begin with page number one in Arabic numbers. It should be double-spaced and indented throughout the document. Please use spellcheck and verify that references are accurate in the document. You can full justify or right justify the document.

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### 1.1 Subheading Level 2

Second level subheadings should be sectioned in such a way that it is clear that it is a subheading. Second level subheadings should be consistent throughout the document.

**1.1.1 Subheading level 3.** Indent third level subheadings followed by a period. There should not be more than 3 levels of subheadings.

## REFERENCES

[Click here and type references]

APPENDIX [#]

"[Click here and type appendix name]"

[Click **here** and type contents]



**School of Graduate Studies and Research**  
 McDemmond Center for Applied Research (MCAR), Ste 602  
 700 Park Ave. Norfolk, VA 23504 Phone: 757-823-8015

## Thesis/Dissertation Committee Form

A Thesis/Dissertation Committee has been established for:

Student Name: \_\_\_\_\_ Identification Number: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Masters      Ph.D/Terminal

Member - Print Name	Members Signature	Date
_____	_____ Thesis/Dissertation Chair/Advisor	_____
_____	_____ Member Signature	_____
_____	_____ Member Signature	_____
_____	_____ Member Signature	_____
_____	_____ Member Signature	_____

I understand that the faculty listed above will serve as my Thesis/Dissertation Committee.

Student: \_\_\_\_\_  
Student Signature Date

**APPROVAL:**  
 Graduate Program Coordinator/Director: \_\_\_\_\_  
Signature Date

Send copy to: Department Chair  
 Academic Dean  
 School of Graduate Studies and Research



We see the future in you.

### School of Graduate Studies and Research

McDemmond Center for Applied Research (MCAR), Ste 602  
700 Park Ave. Norfolk, VA 23504 Phone: 757-823-8015

## Thesis/Dissertation Chair/Committee Change Form

I hereby request the following change to the Thesis/Dissertation Committee to be established for:

Student Name: \_\_\_\_\_ Identification Number: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Concentration: \_\_\_\_\_

### Thesis/Dissertation Committee

**Current Member  
Print Name**

**New Member  
Print Name**

**New Member  
Signature**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
Member/Chair Signature  
\_\_\_\_\_  
Member Signature  
\_\_\_\_\_  
Member Signature  
\_\_\_\_\_  
Member Signature  
\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Signature of Current Thesis/Dissertation Advisor/Committee Chair

\_\_\_\_\_  
Signature of New Thesis/Dissertation Advisor/Committee Chair

I understand that my Thesis/Dissertation Committee composition has changed.

Student: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### APPROVAL:

Graduate Program Coordinator/Director: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send copy to: Department Chair  
School of Graduate Studies and Research



**School of Graduate Studies and Research**

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**Thesis/Dissertation Proposal Defense Form**

The following student has successfully proposed his/her Thesis/Dissertation:

Name: \_\_\_\_\_ Identification Number: \_\_\_\_\_ Proposal Date: \_\_\_\_\_

Program: \_\_\_\_\_ Degree Program: Masters Ph.D/Terminal

Title of Proposal:

Member - Print Name	Members Signature	Date
_____	Thesis/Dissertation Chair/Advisor	_____
_____	Member Signature	_____
_____	Member Signature	_____
_____	Member Signature	_____
_____	Member Signature	_____

**Approved with no changes.**

**Approved with minor revisions. Attach summary of revisions and provide a copy to the student.**

**Not approved, significant revisions and new final defense required.**

Graduate Program Coordinator/Director: \_\_\_\_\_  
Signature Date

Send copy to: Department Chair  
 School of Graduate Studies and Research

**TO BE COMPLETED BY THESIS/DISSERTATION COMMITTEE CHAIR**

**General Assessment of Proposal (As Applicable)**

This proposal was judged to have an adequate:

review of the relevant research literature

statement of research problem and rationale for the research

methods section including detailed description of procedure and design

reference section

Comments:



# SCHOOL OF GRADUATE STUDIES AND RESEARCH

## THESIS/DISSERTATION DEFENSE

We see the future in you.

Name

Degree

Title

Chair

Date

Time

Location

All NSU faculty, staff, and students are invited to attend

ABSTRACT



**SCHOOL OF GRADUATE STUDIES AND RESEARCH  
REQUEST TO SCHEDULE FINAL ORAL DEFENSE MEETING**

This document attests to the following student’s readiness to hold a final defense meeting for his/her thesis/dissertation.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Program

I hereby give the above student permission to submit his/her proposal to the committee for review and approval to schedule a final defense meeting.

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date

The following committee members are attesting that they have reviewed the above student’s thesis/dissertation and agree that it is ready for final defense meeting:

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

*This form **MUST** be signed by **ALL** committee members and submitted to School of Graduate Studies and Research at least 5 business days before the scheduled final defense to facilitate the widest possible dissemination of the notice of defense. Individual programs may require more time for notification. Consult with the Program coordinator for the policy within your program.*



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**Thesis/Dissertation Final Defense Form**

The following student has successfully defended his/her Thesis/Dissertation:

Name: \_\_\_\_\_ Identification Number: \_\_\_\_\_ Defense Date: \_\_\_\_\_

Program: \_\_\_\_\_ Degree Program: M.S                      Ph.D

Title of Thesis/Dissertation:

Member - Print Name	Members Signature	Date
_____	_____ Thesis/Dissertation Chair/Advisor	_____
_____	_____ Member Signature	_____
_____	_____ Member Signature	_____
_____	_____ Member Signature	_____
_____	_____ Member Signature	_____

**Approved with no changes.**

**Approved with minor revisions. Attach summary of revisions and provide a copy to the student.**

**Not approved, significant revisions and new final defense required.**

Graduate Program Coordinator/Director: \_\_\_\_\_  
Signature Date

**PLEASE NOTE: If changes are required, they must be completed before submission of format approval to the Office of Graduate Studies. Format must adhere to the guidelines in the Thesis Guide available online.**

Send copy to: Department Chair  
 School of Graduate Studies and Research

**TO BE COMPLETED BY THESIS/DISSERTATION COMMITTEE CHAIR**

**General Assessment of Thesis (As Applicable)**

This thesis research project was judged to have an adequate:

review of the relevant research literature

statement of research problem and rationale for the empirical research

methods section including detailed description of experimental procedure and design

results section describing obtained data and how it was analyzed

discussion of obtained data or process

integration of obtained findings with research literature presented in paper's introduction

reference section

formal figure(s) depicting the obtained data in graphical form

Safe Assign or Turnitin report attached with student and chair signature

Comments: