

General Purpose	2
Steps in Thesis Completion	2
Thesis Committee Selection Guidelines	2
Format of Thesis	2-3
MARGINS	3
PAGINATION	3
SPACING	3
TYPE STYLE/FONTS	3
PRELIMINARY PAGES	3
Approval Sheet	4
Title Page	4
Dedication/Acknowledgement	4
Table of Contents	4
The Abstract	4
Materials and Duplicating	4
PAPER	4
DUPLICATING	4
PHOTOGRAPHS, TABLES AND FIGURES	4-5
Submission of Completed Thesis to Graduate Office	5
NUMBER OF COPIES REQUIRED	5
UNIVERSITY MICROFILMS	5
COPYRIGHT	5
BINDING THE THESIS	5
Summary of Deadlines	5
Templates for Preliminary Pages	6-10
Review of Projects Involving Human Subjects (For the Review of Research Involving Human Subjects)	11-14
Thesis Committee Approval Form	15
Sample Report of the Examining Committee Form	16

General Purpose

The Thesis Guidelines Booklet for Truman State University has been written to assist those students writing master's theses as part of their degree requirements. The information contained in this booklet pertains primarily to technical aspects of thesis writing such as type of paper, methods of duplication, general format, submission regulations, etc. The goal of this manual is to establish certain regulations and criteria which will result in a high quality, uniform appearance among the theses written at this university.

Steps in Thesis Completion:

1. Topic area discussed with faculty members.
2. Selection of the Thesis Advisor (who also serves as committee chairperson) and committee members.
3. Student completes Thesis Committee Approval Form and submits it for approval to the Graduate Office.
4. The thesis project is completed by the student in conjunction with procedures adopted by the discipline faculty (some disciplines require or recommend a thesis proposal meeting of the entire committee).

 Procedures for ensuring the protection of human subjects should be followed when applicable (see pages 11-14).
5. The student, in conjunction with the Thesis Advisor, schedules an oral defense of the thesis with the entire thesis committee.
6. The results of the thesis exam are sent to the Dean of Graduate Studies by the Thesis Advisor (see sample form page 16). After the Dean of Graduate Studies signs the form, the Graduate Office forwards a copy to the Registrar and the Head of the Division.
7. After all corrections and revisions suggested by the committee are completed, the thesis is submitted to the committee members and the Division Head for signature on the Approval Sheets (see page 6).

8. Once approved, the thesis is duplicated according to specified guidelines and a minimum of three copies are submitted, with completed Approval Sheets on top, in plain brown envelopes (with student's name and social security number on each envelope) to the Graduate Office, along with:

- one extra copy each of the title page and abstract,
- a completed/signed University Microfilms Agreement Form,
- a receipt for payment of binding fees, and
- payment for copyright authorization (if desired), in the form of a certified check or money order, made payable to University Microfilms International.

Thesis Committee Selection Guidelines

It is the student's responsibility to choose one faculty member to serve as the Thesis Advisor. The student will seek the faculty member's approval prior to registering for thesis credit. The student and Thesis Advisor will then choose two or three additional thesis committee members. One of these committee members must be from a discipline outside the student's major academic area. A "Thesis Committee Approval Form" must be submitted to the Graduate Office at least one semester before the thesis is to be completed. (A blank form is included in the back of this book for your use).

Format of Thesis

General Note: All students are advised that the first authority on format for a thesis is the academic discipline style manual. Each program has selected the manual that is most suitable for that discipline, and the student should follow it. The guidelines provided in this section are meant as technical details to establish uniformity of appearance among all theses written at Truman State University. Format for references, tables, figures, etc., if given in the academic style manual, should be followed. Students are asked to follow the University format exactly for: Approval Sheets, Title Pages, the order of

preliminary pages, size of margins, type of paper, type style, and method of pagination.

MARGINS

A standard margin of 1.5 inches on the left edge of the page and 1 inch on the right, top, and bottom edges of the page should be used. Any tables, figures or footnotes should be planned accordingly.

PAGINATION

PRELIMINARY PAGES

All preliminary pages of the thesis (Table of Contents, Abstract, List of Symbols, etc.) should be numbered with **lower case Roman** numerals centered in the bottom margin, 1/2 inch down from the last line of the typed material. This places the numeral in the middle of the margin space. No punctuation of any kind is used around the page numbers. The title page is considered page i, but it should not be numbered.

The order of the preliminary pages is shown in the table below.

TEXT AND REFERENCE PAGES

All text and reference pages are numbered with **upper case Arabic** numerals and should be placed either in the upper right corner, even with the right margin and 1/2 inch from the top of the page, or centered in the middle of the bottom margin (1/2 inch below the last line of typed material). Whichever method is used must be consistent throughout the entire manuscript. There should not be any kind of punctuation around the page number. Tables and figures are to be numbered consecutively within the text. For example, if there are a series of tables related to a single theme, each table should be numbered consecutively. Do not give the series a single page number and then number each separate table as a, b, and c.

SPACING

The body of the text should be double-spaced. Spacing on quotations, footnotes and such should be handled according to the format established by the academic discipline style manual.

TYPE STYLE/FONTS

Use standard fonts/type styles, such as Roman, Helvetica, Times or Palatino. Any kind of italic, script, or other such type styles are acceptable for emphasis purposes only. Do not use type larger than 12 point, or smaller than 9 point for the main body of text. Remember that it is very important to the finished quality of the thesis that it be done in a clear, readily legible type. Be sure to use a dark ribbon, or fresh toner cartridge for the best possible copies. Any letters which do not come out clearly on the original copy will appear even fainter in all photocopies, and will detract from the appearance of the copies. Only "letter quality" or laser-printed originals are acceptable. If you have questions about the quality and type of print, bring a sample to the Graduate Office for approval before submitting all of the final copies.

PRELIMINARY PAGES

Templates

At the end of this booklet are templates to be used for determining spacing, margins, capitalization, and general format for the preliminary pages of the thesis. **These templates will be used by the Graduate Office to check your formatting** when you submit your completed thesis. Use **ALL CAPITAL** letters or **Mixed Capitalization** as indicated. Allow the same amounts of space between parts as indicated. When parts are described in parenthesis, fill in the correct information, using the same capitalization patterns as shown (do not type the parenthesis).

Preliminary Page Number/Sequence	Preliminary Page Type (in order of placement)	Required?	Included in Table of Contents?
i (<u>not</u> numbered)	Approval Sheet	Yes	No
	Title Page	Yes	No
ii	Dedication	No	No
iii	Acknowledgement(s)	No	No
iv	Table of Contents	Yes	No
v	List of Tables	No	If used
vi	List of Figures	No	If used
vii	List of Symbols	No	If used
viii	Abbreviations/Nomenclature	No	If used
ix	Abstract	Yes	Yes

Approval Sheet

The Approval Sheet is placed **first**, before the Title Page, and is **not** numbered. It is an addition to the thesis, not an integral part of the work. Each of the three required copies of the thesis should have an **original** Approval Sheet with **original** signatures.

Title Page

The title page follows the Approval Sheet, and although the number does **not** appear on the page, it **is** considered page i.

Dedication/ Acknowledgement

The Dedication and/or Acknowledgment page(s) should be typed in simple paragraph form, beginning 2 1/2 inches down from the top of the page. If the thesis is to have both a Dedication **and** an Acknowledgment, they should be on separate pages.

Table of Contents

The Table of Contents follows the Dedication and/or Acknowledgment, and lists everything which **follows** it. Do **not** list pages in the Table of Contents which precede it. Depending upon the structure of the thesis, the student may wish to use a simple or more complex format for the Table of Contents (see Templates 3 and 4). It is important that the wording for headings and subheadings (if any) match exactly those used in the body of the thesis. If the academic style manual establishes specific guidelines for the Table of Contents, the student should adhere to the manual.

The Abstract

See Template #5 for guidelines.

Materials and Duplicating

PAPER

The original copy of all theses must be typed on good quality bond paper. Under no circumstances will erasable paper be accepted. The slick finish on such paper, which allows for easy erasures, also causes the typed copy to smear. The weight of the paper should be 20-pound bond. Do not use less than 16-pound bond, as it will not be of adequate opacity to produce top quality photocopies. There must be a uniformity of brand and weight of paper throughout the thesis.

The Campus Bookstore, Printing Services, and some local office supply

merchants have a supply of quality paper (25% rag bond) in stock. **The Graduate office will not accept any thesis unless it is printed on bond paper.**

DUPLICATING

Typing correction tape or opaquing fluid may be used to correct the master which is to be photocopied, but the typist must be careful not to leave a “Shadow” around the corrected area which could appear as a faded or smudged mark on the photocopy.

Photocopies of the thesis may be produced by the staff at University Center for Printing and Publications. The Center will supply the paper (25 percent rag bond) which has been approved for thesis use. University Center for Printing and Publications asks that you allow at least one day for completion of the thesis. The cost of duplication is determined by the number of sheets and copies made, usually between 4 and 6 cents per page. Hours are from 8:00 a.m. to 5:00 p.m., but arrangements may be made to pick up or drop off before 8:00 a.m.

PHOTOGRAPHS, TABLES AND FIGURES

If a student wishes to use photographs as part of the illustrative material in the thesis, certain requirements must be met. The photographs should be of high quality with a glossy finish. They may be mounted on separate pages or on pages along with the text, depending upon their size. Each copy of the thesis should have actual prints, not photocopies of photographs. Use a spray adhesive rather than tape, rubber cement or glue, and do not border or mat the prints. If it is necessary to label or draw on the prints, use India ink—other inks do not microfilm well.

When Tables (tabulated numerical data) and Figures (any other type of non-verbal content—graphs, maps, drawings, etc.) are to be included in the thesis, they may be placed on separate pages or as part of the text. Again, the student should consult the academic discipline style manual and his or her advisor for the preferred form within any particular discipline. If Tables and Figures are displayed on separate pages, general form indicates that they should appear as close as possible to the section of text which refers to them,

rather than as a group at the end of the text.

Submission of the Completed Thesis to the Graduate Office

NUMBER OF COPIES REQUIRED

Students must submit at least 3 copies of the thesis to the Graduate Office at least 14 days prior to the scheduled date of commencement for that semester. Each of the three copies must be submitted in a separate manila envelope. Each envelope should be labeled with the student's name and social security number (personal copies should also be marked "personal copy) on the envelope). After binding, one copy will be made available for check out from Pickler Memorial Library, one will be kept for the University archives, and one will be kept by the division. Students wishing to have copies bound for their own use must submit additional copies beyond the required number. Extra copies must be submitted in manila envelopes marked "Personal Copy".

UNIVERSITY MICROFILMS AGREEMENT

All theses submitted to Truman State University are subsequently submitted to University Microfilms International (U.M.I.). This company, acting in cooperation with colleges and universities across the country, retains microfilm copies of all master's theses and doctoral dissertations submitted to them. Abstracts of these works are then published in either Dissertation Abstracts or Masters Abstracts; these publications serve as indices for the microfilmed works. Scholars wishing to purchase copies of the dissertations or theses for further research may do so by contacting University Microfilms International. University Microfilms Agreement Forms are sent to graduating students in the clearance packet. The completed form should be signed by the student and submitted to the Graduate Office with the three copies of the thesis **and one extra copy each of the thesis title page and abstract.**

COPYRIGHT

Students should understand that submitting their work to University Microfilms is

in no way an infringement of their copyright. A student wishing to have the thesis copyrighted by U.M.I. may do so by completing the section entitled "Copyright Authorization" on the University Microfilms Agreement. The fee charged by University Microfilms is given on the agreement form, and the student's certified check or money order should accompany the form. University Microfilms will act as the student's agent, and file for the copyright in the student's name.

BINDING THE THESIS

The three copies of the thesis, once completed and approved, are sent to be bound after the degree has been conferred. Binding fees must be paid to the Business Office. A receipt or a copy of the receipt from the business office showing binding payment must be presented to the Graduate Office at the time the thesis is submitted.

Summary Of Deadlines

All students choosing to complete a thesis project must be aware that the responsibility for meeting all deadlines rests wholly with the student.

1. **The Thesis Committee Approval Form** should be submitted at least one semester before commencement.
2. **Copies of the thesis should be submitted to the Thesis Advisor** not less than four weeks prior to the date of commencement.
3. The **Thesis Examination** will take place not less than seven days after the thesis is in the hands of the examining committee and not later than three weeks prior to commencement. If the committee determines that any further corrections are necessary, they should be made at this time. Once the corrections and changes have been made, the Thesis Committee may sign the Approval Sheets.
4. **At least 3 copies of the approved thesis should be submitted to the Graduate Office** not less than 14 days prior to the date of commencement at which the student expects to receive the degree.

Template #1: APPROVAL SHEET *(Place on top of your approval sheet to check alignment, spacing, and capitalization patterns.)*

APPROVAL SHEET FOR GRADUATE THESIS

TRUMAN STATE UNIVERSITY
Kirksville, Missouri

Title _____ (TITLE OF THESIS)

_____ (ADDITIONAL TITLE TEXT, IF NECESSARY – DOUBLE SPACED)

Student's Name _____ (Full Name of Student)

Specific Program Title _____ (Master of * in *)

The signatures of the Thesis Committee appearing below indicate that the thesis is complete and correct in every aspect, with all changes made to the satisfaction of the Committee.

Committee Members

Committee Chairperson, (Name) Date

Committee Member, (Name) Date

Committee Member, (Name) Date

**Committee Member, (Name) Date

Approval _____
Head of Division, (Name) Date

Approval _____
Dean of Graduate Studies, (Name) Date

*(**Enter this line only if there are **four** members serving on the Thesis Committee.)*

Template #2: **TITLE PAGE** (*Place on top of your title page to check alignment, spacing, and capitalization patterns.*)

(TITLE OF THESIS)

A Thesis Submitted in Partial Fulfillment of the
Requirements for the Degree of
Master of (Arts OR Science)

by

(Student's Name)

(Thesis Advisor's name), Thesis Advisor

(Division)

(Year)

TRUMAN STATE UNIVERSITY
Kirksville, Missouri

Template #3: TABLE OF CONTENTS—SIMPLE FORMAT

TABLE OF CONTENTS

	Page
LIST OF SYMBOLS AND ABBREVIATIONS	iv
ABSTRACT	v
INTRODUCTION	1
DEVELOPMENT OF THE PROBLEM	4
METHODS	7
RESULTS AND DISCUSSION	12
CONCLUSION	64
REFERENCES	68

Template #4: TABLE OF CONTENTS—OUTLINE FORMAT

TABLE OF CONTENTS

	Page
LIST OF TABLES	iv
LIST OF FIGURES	v
ABSTRACT	vi
I. INTRODUCTION	1
II. DEVELOPMENT OF PROBLEM	2
A. Performance and Factors Affecting It	2
1. Effect of Stress	3
2. Effect of Anxiety	5
B. Metabolic Changes Corresponding to Change in Performance	7
III. METHODS	8
A. Subjects	8
B. Apparatus	8
C. Procedure	9
IV. RESULTS	11
V. DISCUSSION	14
VI. SUMMARY AND CONCLUSIONS	53
VII. REFERENCES	60

Template #5: ABSTRACT

(TITLE OF THESIS)

An Abstract of the Thesis by
(Full Name of Student)

The abstract of the thesis should be typed **three lines down** from the name of the student. It should be double-spaced throughout, typed on one side of the page, and bordered by the same margins used for the body of the thesis. Symbols, foreign words or phrases, and other such material should be very clear to avoid errors in interpretation.

The abstract of the thesis is a relatively brief statement of the essence of the study, written in paragraph form. Care must be taken when preparing the abstract, as it will be submitted to University Microfilms without further editing or revision. Instructions provided by University Microfilms state that the abstract for a Master's thesis must not exceed 150 words in length. If an abstract exceeds this limit, microfilming will be delayed and the abstract will be returned for revision.

The abstract is written after the text of the thesis is completed. Academic style manuals may give guidelines for and samples of abstracts to assist the thesis writer. In general, the emphasis in the abstract should be on findings and conclusions. Detailed descriptions of the procedures used in the study should not be included. Implications and recommendations for further research are usually avoided.

Information About the Review of Projects that Involve Human Subjects

From the Institutional Review Board (IRB) Truman State University 1999-2000 (applications and sample consent forms available at: <http://www2.truman.edu/grants/irb.htm>)

INTRODUCTION

The purpose of this information is to assist investigators planning to conduct projects that involve human subjects. Investigators are urged to read this information carefully in order to avoid unnecessary delay in obtaining IRB or Peer Review approval. Below are some frequently asked questions and answers that will help you design and submit research projects. For further information contact the Office of Grants and Sponsored Programs or the IRB member in your academic division.

THE IRB

The IRB is a campus-wide committee established under the authority of the Vice President for Academic Affairs to ensure that the rights and welfare of human subjects are adequately protected in all research projects. The University has authorized the Institutional Review Board to review and approve all human subject research. In addition, both Federal and State laws require this protection.

WHAT MUST BE REVIEWED

All projects involving human subjects must be reviewed. Projects must be reviewed whether they are funded or unfunded, sponsored or unsponsored, or whether they are carried out by students, faculty, or other University employees, on campus or off campus. Investigators should consult the Office of Grants and Sponsored Programs or an academic division's IRB member for advice about whether or not a project must be reviewed. Final authority for making this determination rests with the IRB.

According to the US Department of Health and Human Services, research is any systematic investigation designed to develop or contribute to generalizable knowledge. Any activity that meets this broad criteri-

on and that is conducted by Truman State University faculty, staff, or students or that uses Truman State University facilities is research for compliance purposes. Training, demonstration, and service projects are also subject to human subjects regulations.

HOW A PROJECT IS SUBMITTED FOR REVIEW

Projects are submitted by completing the form "Application for Approval of Investigations Involving the Use of Human Subjects." Other information is requested on the Application, including the survey or questionnaire (if appropriate), and the consent form. Applications are available in the Office of Grants and Sponsored Programs, on the Grants Office web page, or from each academic division's IRB member. Projects should be submitted to the Institutional Review Board through the Office of Grants and Sponsored Programs, in McClain Hall. Certain types of minimal-risk projects may be reviewed by IRB-approved Peer Review Committees.

The IRB meets twice each month during the academic year. Applications must be received in the Office of Grants and Sponsored Programs at least one week prior to an upcoming IRB meeting in order to be presented at the next meeting.

The IRB is available to review any project involving human subjects, although certain types of minimal risk projects may be reviewed by an IRB-approved Peer Review Committee. The investigator may choose to submit a project that qualifies for peer review to the IRB at his/her discretion.

TYPES OF REVIEW AVAILABLE

There are two types of review at Truman State University. These are: (1) IRB review, and (2) review by an IRB-approved Peer Review Committee. Only certain types of projects may be reviewed by a Peer Review Committee, which functions under the authority of the IRB. IRB-approved Peer Review Committees are responsible for ensuring that only projects that meet the peer review criteria are reviewed.

The investigator, project director, or faculty sponsor is responsible for

ensuring the appropriate review of any project which involves human subjects, any student project which involves human subjects, or any classroom project which involves a sensitive subject or issue. Review must be completed before the project is undertaken.

KINDS OF PROJECTS THAT MUST BE REVIEWED BY THE IRB

A project which meets any of the following criteria must be reviewed by the IRB:

1. It is externally funded.
2. It places subjects at more than minimal risk (physical, emotional, psychological or social risk), which is defined as those risks experienced in everyday life.
3. It involves minors or other vulnerable populations (prisoners, pregnant women and fetuses, mentally disabled individuals and other special populations).
4. It investigates behaviors and/or experiences related to sensitive topics.
5. It is carried out to partially fulfill a Master's Degree requirement.

WHAT THE IRB IS LOOKING FOR DURING THE REVIEW

The review focuses on such issues as risk to subjects, voluntary participation, informed consent and confidentiality. One of the primary roles of the IRB is educational. Each project is reviewed individually and the IRB encourages discussion during all stages of the process. The review of projects involving human subjects is confined to procedures affecting the rights and welfare of human subjects. No evaluation is made of the content or scientific merit of the project, unless subjects are found to be "at risk."

ACTION THAT THE IRB TAKES

The IRB will take one of the following actions in regard to applications reviewed:

- ◆ Approve: The IRB will approve the project as submitted.
- ◆ Approve with minor revisions. If only very minor modification is needed the IRB will approve the application with the stipulation that described changes are made before the project begins. Additional review is not required.
- ◆ Defer for Revisions: The IRB will defer a project contingent upon modification. The project may not proceed until

final approval from the IRB is received.

- ◆ Disapprove: When the IRB disapproves a project, considerable revision is needed. The investigator may revise and resubmit the proposal. The project may not proceed until final approval from the IRB is received.

The result of the IRB review is forwarded to the applicant by the IRB Administrator within one week following the review of the application. The "Application for Review of Investigations Involving Human Subjects", the IRB Review Form, and other pertinent documentation will be kept on file by the Office of Grants and Sponsored Programs.

PROJECTS THAT CAN BE REVIEWED BY AN IRB-APPROVED PEER REVIEW COMMITTEE

The categories of projects which may be reviewed by an IRB-approved Peer Review Committee include:

- A. Research conducted in established educational settings that involves normal educational practices.

Examples include: research involving educational strategies; comparisons of effectiveness of instructional techniques, curricula, or classroom management methods.

- B. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), IF information taken from sources is recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

- C. Research involving survey or interview procedures, EXCEPT when responses are recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subject; or the subject's responses could reasonably place the subject at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation if they became known; or the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

D. Research involving the observation (including observation by participants) of public behavior EXCEPT when observations are recorded in such a manner that the human subject can be identified, directly or through identifiers linked to the subject; or the subject's responses could reasonably place the subject at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation if they became known; or the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

E. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, IF these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

F. Taste and food quality evaluation and consumer acceptance studies, IF (1) wholesome foods without additives are consumed, or (2) a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or (3) a food contains an agricultural chemical or environmental contaminant at or below the level found to be safe by the Food and Drug Administration, or (4) the food is approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S.. Department of Agriculture.

ACTION THAT THE IRB-APPROVED PEER REVIEW COMMITTEES CAN TAKE
Peer review committees may take one of three actions in regard to applications reviewed. A Peer review committee cannot "Disapprove" research involving human subjects. A project which cannot be "Approved" or "Deferred for Revision" by a peer review committee must be referred to the IRB for review.

IRB-approved Peer Review Committees may take one of three actions:

- ◆ Approve: The peer review committee may approve the project as submitted.

- ◆ Defer for Revision: The peer review committee may defer a project contingent upon minor modifications. The project may not proceed until final approval from the committee is received.
- ◆ Refer to the IRB: The peer review committee may refer a project to the IRB for review when:
 - a. the project does not meet the criteria for peer review; or
 - b. the peer review committee identifies any reason that the project cannot be or should not be reviewed by peer review.

The results of peer review must be filed in a central location within the division so that these results are easily accessible. Peer review committees must file the following items for each research project that is reviewed:

- (a) a completed "Application for Review of Investigations Involving Human Subjects";
- (b) the "Peer Review Form" which indicates whether the project was approved or referred to the IRB;
- (c) the research proposal, if applicable, and (d) any supporting information that may have been submitted or collected.

STUDENT RESEARCH PROJECTS THAT HAVE TO BE REVIEWED

Student investigations that involve human subjects must be reviewed. These projects most commonly include class assignments or questionnaires and surveys. Projects must be reviewed whether they are initiated by the student or assigned during a class. Student organizations that are conducting surveys or questionnaires, or initiating an activity that involves human subjects must also have the project reviewed by the IRB.

All student investigators must have a University supervisor who is responsible for ensuring that the research is carried out according to the procedures that were approved. The faculty supervisor should thoroughly review the student's project before it is submitted for review. After reviewing the project the faculty supervisor must sign the student's application certifying that the project will be carried out under his/her supervision.

REVIEW OF PROJECTS INVOLVING HUMAN SUBJECTS

Class projects may be reviewed as one proposal at the discretion of the instructor. If the entire class is not using the same procedure each student or group of students using a different procedure must submit the required information, but the class project will still be considered one proposal. Instructors may obtain approval before the semester begins if:

- (1) all of the students are using the same procedures and the instructor has established written guidelines explaining the procedures, or
- (2) the instructor submits a list of alternative procedures for approval and the students are to choose one from the list.

For further information about the application or review process contact the Office of Grants and Sponsored Programs
McClain Hall 106
Kirksville, MO 63501
(660)785-7459

Thesis Committee Approval Form

Truman State University

Please submit this form after the student has been accepted as a degree-seeking student and enrolls in graduate-level courses, and **one full semester before the proposed thesis completion date**. PLEASE TYPE or PRINT all information except signatures required for approval.

STUDENT INFORMATION

Name

Social Security Number

Graduate Program

Proposed Thesis Completion Date

PLEASE CHECK ONE:

_____ **INITIAL ASSIGNMENT**

_____ **CHANGE IN COMMITTEE /
TOPIC (COMPLETE ONLY
THE INFORMATION BELOW
THAT HAS CHANGED)**

PROPOSED THESIS TOPIC (include title, if known)

THESIS COMMITTEE

The committee consists of three or more faculty, including the committee chair. One member must be from an area/department outside the graduate program area.

Committee Chair

Area (Discipline)

Member

Area (Discipline)

Member

Area (Discipline)

Member from Outside Area (Discipline)

Area (Discipline)

INITIAL APPROVAL OF TOPIC AND COMMITTEE

Thesis Committee Chair

Date

Division Head

Date

Dean of Graduate Studies

Date

When complete and signed by the Dean of Graduate Students, copies will be sent to:

Division Head
Graduate Program Director

Advisor
Thesis Committee Chair

Student

Truman State University

REPORT OF THE EXAMINING COMMITTEE

To the Graduate Council:

We the undersigned, members of a committee appointed to examine

_____ on _____,
Full name of Candidate Date

a candidate for the master's degree, report that we have conducted such an examination and submit the following results:

	Examiners	Pass	Fail
Signature: _____ Chair	_____	_____	_____
Type name here: _____			
Signature: _____	_____	_____	_____
Type name here: _____			
Signature: _____	_____	_____	_____
Type name here: _____			
Signature: _____	_____	_____	_____
Type name here: _____			
Signature: _____	_____	_____	_____
Type name here: _____			

THIS FORM IS SENT BY THE THESIS ADVISOR OR ACADEMIC
SAMPLE ONLY
 ADVISOR TO THE GRADUATE OFFICE IMMEDIATELY FOLLOWING THE
 COMPREHENSIVE OR THESIS EXAMINATION. YOU SHOULD RECEIVE
 ONE WHEN YOUR COMMITTEE IS APPROVED.

APPROVED

Dean of Graduate Studies

Date

This form communicates a student's performance on the comprehensive or thesis examination. If the student fails, the advisor will inform him/her orally and in writing. The advisor will also explain the opportunity to retake part or all of the examination. A copy of this form will be placed in the student's file in the Graduate Office.

white copy—Graduate office

yellow copy—Division

pink copy—Registrar