

THESIS PROCEDURES

Students who write a thesis are expected to adhere to the following procedures:

1. The student enrolls in RSCH 610: Foundations and Methods of Research (3 s.h.).
2. Students are encouraged to develop topic ideas in conjunction with advisors, identify potential committee members and work with them through RSHC 612 and RSCH 635.
3. The student enrolls in RSCH 612: Proposal Design (2 s.h.) and RSCH 620: Educational and Psychological Statistics I (3 s.h.).
4. The student enrolls in RSCH 635: Thesis (4 s.h.). The total semester hours for RSCH 635 may be divided over more than one semester.
5. If the proposal is a qualitative design, the student must enroll in RSCH 615: Qualitative Research (3 s.h.).
6. The student finalizes the thesis proposal in coordination with the thesis committee or advisors and the Instructor of RSCH 612.
7. The Department chair's recommendation of a thesis committee is submitted to the Graduate Office for approval and formal appointment of the thesis committee. Notification of the thesis committee appointment is sent to the student, committee members, and the department.
8. Upon approval of the thesis committee chair, a proposal meeting is scheduled. The purpose of the meeting is to judge the suitability of the thesis proposal and make any changes that are deemed appropriate. To allow committee members time to prepare for the initial meeting (and all subsequent meetings) each member of the committee should be informed of the committee location and time of meeting and receive a current/ revised copy of the thesis at least one week prior to the scheduled meeting. Rooms for the proposal meeting are scheduled by the Office of the Registrar.
9. At the proposal meeting, the thesis committee members formally approve the proposal and/or provide corrections or redirection for the student. In the case of corrections or redirection, subsequent meetings may be held until the proposal is deemed satisfactory.
10. The chair of the thesis committee forwards one copy of the student's thesis proposal to the Graduate Office for review. The thesis committee chair will assume responsibility on ensuring that edits are made in a timely fashion following committee approval of the thesis.
11. Upon committee approval, the chair of the thesis committee forwards the student's Institutional Review Board application to Conduct a Study Using Human Subjects to the

Graduate Office for review and approval. A copy of the methods section and other supporting documentation (Appendix C and beyond) must be included. Action on the application will be expedited or the application will be submitted to the full IRB, depending on the level of inquiry needed for the protection of subjects. The chair of the thesis committee must notify the Graduate Office for potential need of a full IRB review. The student and thesis committee are notified of the IRB decision.

12. Upon receipt of IRB approval, the student may begin data collection and remains in contact with the thesis committee as necessary. If there are substantial changes in the testing procedures, the student, with committee approval, submits written notification of the changes to the IRB.

13. Thesis committee members evaluate the completed research for quality, completeness, and correctness.

14. Once the committee determines that the student is ready, a thesis defense meeting is scheduled and a fourth member of the examining committee is appointed to the thesis committee. The chair of the thesis committee will notify the department chair and the Graduate Office of the defense meeting. Notification of the defense including meeting time and location is issued from the Graduate Office one week in advance of the meeting. A copy of the thesis is provided to each member at least one week in advance of the meeting. Rooms for the thesis defense are scheduled by the Office of the Registrar. The function of the Examining Committee is to hold an oral examination on the student's thesis and on his/her preparation for the degree.

15. Following the thesis defense, the thesis committee chair makes provisions to assure final committee corrections have been made and submits the grades for the thesis and oral examination to the Graduate Office. The student submits the committee- approved copy of the thesis to the Graduate Office.

16. The Graduate Office must approve the thesis format. If revisions are prescribed, the student and the chairperson will be notified. When all corrections are complete, the thesis is printed on 100% cotton fiber (bond) paper and copies are submitted to the Graduate Office.

17. Upon receipt of the final clearance from the Graduate Office, thesis committee members sign the Approval Pages. The student prepares copies of the thesis in accordance with the instructions for binding and deposit in Babson Library contained in the Springfield College *Thesis and Dissertation Format*.

- a. Students in the School of Health, Physical Education, and Recreation must submit a 300 word abstract (sample appears in the *Thesis and Dissertation Format*) and sign the Permission to Publish form (CRHPERD).
- b. All students must complete the Library Page form and sign the copyright statement to permit or not permit the College to post the thesis on the Internet.
- c. Students are reminded to file for the degree at the Office of the Registrar according to published dates.

18. Once the thesis is prepared on 100% cotton fiber (bond) paper and copies are submitted to the Graduate Office, the Associate Vice President for Graduate Education and Research will submit the thesis grade to the Office of the Registrar.

19. The student should consult with the Graduate Office if there are questions that cannot be resolved by the thesis committee.

THESIS SUBMISSION POLICY

1. In October of each year the Graduate Office publishes deadline dates for the submission of theses in the Fall, Spring and Summer semesters. Generally, the deadline dates are about four weeks prior to the end of the semester. Students who do not meet the deadline date will not graduate that semester. Furthermore, students who do not meet the deadline date in the Spring semester will not be allowed to participate in the Commencement ceremonies. There will be NO exceptions to this policy.
2. "Submission of the thesis" means that the student has successfully completed the oral examination and submitted to the Graduate Office three copies of the thesis on approved paper with approval pages bearing the signature of the thesis chairperson. This signature testifies that the thesis has been fully approved by the thesis committee.
3. The thesis will be reviewed by the Graduate Office personnel as soon as possible. Students should be aware that especially in the spring semester, it may take up to two weeks for the review. If changes are required, it is the student's responsibility to make the changes and resubmit the thesis with adequate time remaining before the end of the semester to allow for a final review and a grade to be submitted. **Only the Associate Vice President for Graduate Education and Research is authorized to submit a thesis grade to the Registrar.**
4. Individual departments or major program areas may, with the approval of the Graduate Office, establish additional deadlines for their own students regarding thesis submission. Students should check with their program directors for information.