



PROSPECTUS

Theses, Doctoral Projects and Dissertations

Submit to the College of Graduate Studies at the address below.

The Prospectus has not been approved until **ALL** signatures have been obtained.

Before beginning the project, all theses/dissertations MUST receive approval from the following: the student's thesis/dissertation committee, the Dean of the College of Graduate Studies, and if human subjects, animals, or recombinant DNA are involved, the student must receive approval from the appropriate committee. **Projects undertaken prior to the Dean of the College of Graduate Studies approving the Prospectus may be denied and the project deemed invalid.**

Students may not enroll for more than three thesis or dissertation credits until the project prospectus has been approved by the department and the College of Graduate Studies and the College of Graduate Studies has verified the composition of the student's committee. The *Graduate Bulletin* outlines all University policies relating to theses/dissertations. **Theses/Dissertations will not be reviewed** or approved by the College of Graduate Studies until this form has been submitted in its entirety and signed by the Dean of the College of Graduate Studies.

Type or Print Clearly

Name: _____ Student ID #: _____

Contact Information: _____

Email

Phone

Address: _____

City

State/Country

Zip/Postal Code

Project Title: _____

This project is being proposed to fulfill the thesis/dissertation requirement for the following degree:

MA MM MS MBA MPA MSA EdS SPsyS DHA PhD AuD EdD

What is involved in the research? None of the items below

Human Subjects

Animals

Recombinant DNA

Yes (attach copy of IRB approval)

Yes (attach copy of IACUC approval)

Yes (attach copy of IBC approval)

Synopsis

Attach a brief (no more than two pages, double-spaced) description of your project.

Required Signatures:

Committee Chairperson:

Signature

Print name

Date

Faculty Member:

Signature

Print Name

Date

Faculty Member:

Signature

Print Name

Date

Faculty Member:

Signature

Print Name

Date

Department Chair or Designee:

Signature

Print Name

Date

College of Graduate Studies Dean:

Signature

Print Name

Date

Distribution: College of Graduate Studies, Committee Chairperson, Department, Student

(10/07)

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Policies and Procedures from the *Graduate Bulletin*

Thesis or Dissertation

The satisfactory completion of a thesis is a requirement on some master's and specialist's degree programs and optional on others. The satisfactory completion of a dissertation is a requirement for the doctoral degree. The *Graduate Bulletin* outlines all University policies relating to theses/dissertations. Theses/Dissertations will not be reviewed or approved by the College of Graduate Studies until the *Prospectus* has been submitted in its entirety and signed by the Dean of the College of Graduate Studies.

Students may not enroll for more than three thesis or dissertation credits until the project *Prospectus* has been approved by the department and the College of Graduate Studies and the College of Graduate Studies has verified the composition of the student's committee. Students should consult their advisor when selecting a committee chairperson and two committee members. The student's advisor may or may not be the committee chairperson, depending upon the student's academic emphasis. One member of the committee may be from a discipline other than that of the student's area of concentration. All members of the committee must have graduate faculty status. The chairperson of the thesis or dissertation committee will have active direction of the thesis or dissertation but the committee chair may wish to consult with other committee members about matters pertinent to the projects development. The committee as a whole, however, will determine the quality of the work. **Projects undertaken prior to the Dean of the College of Graduate Studies approving the *Prospectus* may be denied and the project deemed invalid.**

After selecting the committee and the thesis/dissertation topic, a *Prospectus for Theses and Dissertations* form must be approved by the student's committee and department and the College of Graduate Studies. **Before filing the *Prospectus* and beginning the research,** students should be aware that limits may be applied to human, animal, and recombinant DNA experimentation. All theses/dissertations with research involving the following groups require approval from the appropriate committee:

- Human Subjects: Institutional Review Board (IRB)
- Animals: Institutional Animal Care & Use Committee (IACUC)
- Recombinant DNA: Institutional Biosafety Committee (IBC)

Information on experimentation and IRB, IACUC or IBC is available from department chairs, committee chairs, or the College of Graduate Studies. IRB, IACUC, and IBC requirements are online at: www.orsp.cmich.edu/Policies.htm

Each student who writes a thesis or dissertation must enroll for such credit. Letter grades are not used in the evaluation of the theses and dissertations; therefore, the student's grade point average is not affected by credit earned for these. In all departments the thesis or dissertation is designated as credit (CR) if acceptable and no credit (NC) if not acceptable. Students will receive six semester hours of credit for an acceptable thesis. Students successfully completing a dissertation receive a minimum of 12 and a maximum of 36 semester credit hours depending on the specific department's guidelines. Final credit will be granted upon satisfactory completion of the thesis/dissertation, its acceptance by the student's committee, and approval by the College of Graduate Studies.

Final Stages of Thesis or Dissertation Preparation

The final draft of the committee-approved thesis or doctoral dissertation must be submitted to the College of Graduate Studies for approval. Students are required to follow the most recent edition of the *Guidelines* (www.grad.cmich.edu/pdf/files/2007-2008_guidelines.pdf).