



THESIS PROPOSAL FORM

University of Wisconsin-Whitewater School of Graduate Studies

This form is to be filed in the Graduate Office prior to registration for 799 Thesis Research credits. General policies related to theses are found on the back of this form.

Date _____

Student's Name _____ ID # _____

Thesis Topic _____

Thesis Adviser _____ Department _____

Proposed Number of Credits _____ Proposed Date of Completion _____

Please check the box below which applies to your research:

- My research **does not** involve human subjects and/or animals.
- My research **does** involve human subjects and/or animals and I have submitted the appropriate protocol to the Institutional Review Board for the Protection of Human Subjects or Institutional Animal Care and Use Committee through the Research and Sponsored Programs Office, Library 2243, 262-472-5212.

Thesis Adviser's Signature _____

Thesis Proposal Checked for Eligibility in Graduate Office _____

Date

_____ Student enrolled in degree program

_____ Thesis option selected by student

_____ Thesis advisor on Graduate Faculty

Graduate Student Status Examiner

- c: Student
- Thesis Adviser
- Thesis Book
- Director of Research and Sponsored Programs

Thesis Policy

The thesis option requires a minimum of 30 credits of graduate course work including a thesis for which up to six credits may be earned and applied toward the completion of course and credit requirements in the degree program. Because a thesis is a culminating experience for a degree, only students electing the thesis option within a degree program may register for 799 Thesis Research. Students wishing to pursue significant research projects outside of the thesis requirement for a degree may register for 798 Individual Studies. Students electing to write a thesis in a degree program must formally enroll and pay fees for at least one credit of 799 Thesis Research. Before being allowed to register for 799 Thesis Research, a student must submit to the Graduate Office a thesis proposal form indicating the thesis topic, the proposed number of credits, and the thesis adviser. This form, signed by the thesis adviser, must be on file before a student will be allowed to register for 799 Thesis Research. Enrollment and fee payment for 799 Thesis Research is done only once even though the thesis may require more than one term to complete. With the adviser's permission, in succeeding terms students may increase the number of thesis credits up to the maximum of six by submitting a revised thesis proposal form, then adding and paying for the additional credits.

Theses vary in type, style, length, and content. They range from research projects to art exhibits. A thesis, however, must involve enrollment in 799 Thesis Research, an oral examination on the thesis, and the filing of the thesis in the Andersen Library. A thesis, including an art show, must have abstracts and are expected to contain evidence of research on the part of the student and must be submitted in a form and quality specified by the School of Graduate Studies. These standards and guidelines are available at the Graduate Office. Unless a department informs the Dean of Graduate Studies in writing that it has adopted some other style manual, theses should be prepared according to the most current edition of the Publication Manual of the American Psychological Association. The original and one copy of the approved thesis and its abstract should be delivered to the Graduate School Office by the end of the term in which the student plans to graduate. Degrees are not conferred until these requirements have been met.

Students also must pass an oral examination over their thesis administered by an appointed thesis committee. The oral examination will be held in an open meeting, announced at least one week prior to the examination. A student's committee will consist of a minimum of three persons, two of whom, including the committee chairperson, must have graduate faculty status. Committee members may be brought in from outside the faculty of the degree program. The majority of the thesis committee members must sign the signature page of the thesis, signifying acceptance by the committee of the thesis.

The thesis committee chair's signature signifies successful completion of the oral examination.

In general, students may not take the oral examination until the term in which they expect to graduate. To be eligible to take the oral examination, students must have cleared all pending incomplete (I) and progress (P) grades except for thesis research, and must be in good standing with at least a 3.00 grade point average in the graduate level credits earned in the degree program and in the emphasis area.

All 799 Thesis Research courses are graded on a pass/fail (**S/F**) basis. A grade of pass (S) for 799 Thesis Research is not awarded until the oral examination is passed and the thesis is filed in the Graduate Studies Office.

A student who switches from a thesis option must have a revised program completion plan approved by the Program Coordinator. The Graduate Studies Office will then initiate a late drop or retroactive withdrawal, dropping any existing 799 Thesis Research credits which show a grade of progress (P). A withdraw (W) grade will be recorded.