

College of Education

Flow Chart for 699 Research Project Approval

Read “GUIDELINE FOR THESES AND DISSERTATIONS” section
of University Bulletin

(Refer to [Graduate School section of the Bulletin](#))



Download [Guide for Preparing Theses and Dissertations](#) from
the USA Graduate School homepage



Purchase the *Publication Manual of the American Psychological
Association*

<http://www.apa.org/books/4200060.html>

(if have not yet done so)



Select Committee Chair

(must be member of the Graduate Faculty)



Select Committee Members

(Minimum 2 in addition to chair)

(Must be member of the Graduate Faculty)



Work with Committee Chair to Develop Proposal

(Committee Chair may require a 1-3 page working paper to approve the concept
before the prospectus is begun. Equivalent to first three chapters of final
document.)



**Distribute Draft of Proposal to Entire Committee with Committee
Chair’s Approval**



Hold Proposal meeting



Committee Approval of Proposal
(Student can now register for 699 Research Project)



Submit Application to Institutional Review Board for Approval if Research Project involves Human Subjects



Director of Graduate Studies and Research coordinates activities with Public Schools
(if necessary)



Begin Data Collection
(only after approval of Committee and IRB)



Present Draft of Research Project to Chair of Committee



Present Draft of Research Project to Committee when approved by Committee Chair



Schedule Oral Examination When Research Project is Approved by Committee



Oral Examination of Research Project by Committee



Make Corrections Required by Committee and Obtain Committee Signatures



Submit Thesis or Dissertation to the Director of Graduate Studies and Research for Approval

(Must be submitted to the Director of Graduate Studies by the posted deadline.
See <http://www.southalabama.edu/coe/dirgrad.shtml> for dates)



Get Research Project Copied and Bound

(Must be submitted to Director of Graduate Studies by the last day of classes for the semester)