

College of Education

Flow Chart for Thesis and Dissertation 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 Full member of the Graduate Faculty for dissertations)

(Associate members of the Graduate Faculty may chair theses)



Select Committee Members

(Minimum 2 for Thesis; 3 for dissertation in addition to chair)

(Must all be Graduate Faculty and at least one member must be from outside of
the candidate's department)

(Complete GS Form #4: Appointment of Graduate Faculty to a Dissertation or
Thesis Committee and obtain necessary signatures)



**Appointment of Thesis and Dissertation Committee by Dean of
the Graduate School**

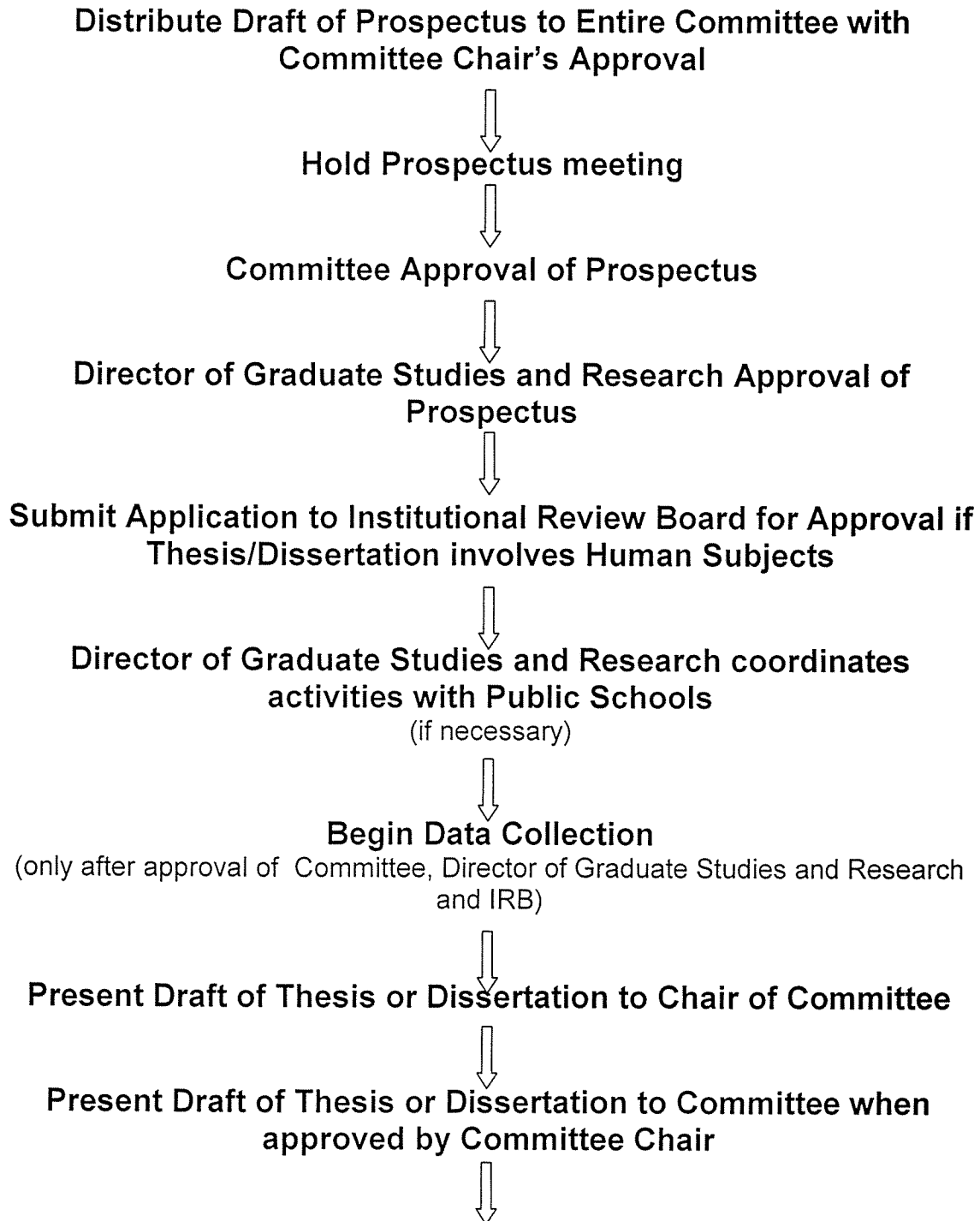
(Student can now register for 599 Thesis or 799 Dissertation credit with
Committee Chair's permission.)



Work with Committee Chair to Develop Prospectus

(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.)





**Schedule Oral Examination When Thesis or Dissertation is
Approved by Committee**



Oral Examination of Thesis or Dissertation 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)



Final Draft to Graduate School

(See Guide for *Preparing Theses and Dissertations* and *Graduate School
Deadlines*)