



## Completing Thesis/Dissertation

School of Graduate Studies and Research  
Tennessee State University

One of the goals of the School of Graduate Studies and Research is to maintain high standards of instruction in graduate education, continuing education, and in the curricula and fields of specialization through which degree programs are offered. As such, an important role of the Graduate School is to evaluate the scholarly content of Theses and Dissertations submitted in partial fulfillment of the requirements for master's and doctoral degrees. It is expected that your thesis/dissertation will be of high quality, and reflect credit on you, your committee, your department, and the Graduate School for years to come. Elements of quality include consistency, logical organization, accuracy, and attractive format. The preparation of the manuscript from start to finish is carried out under the guidance of a Committee of Graduate Faculty appointed when you initiate your research project. The Graduate Dean is the final approval authority for each Thesis and Dissertation, as indicated on the Signature Page included with each Thesis and Dissertation.

### Steps in Completing Thesis/Dissertation

- Complete all course work and other requirements to initiate Thesis/Dissertation, e.g., Comprehensive Examinations, Submission of Program of Study, etc.
- Register for Thesis/Dissertation credit; enroll continuously every semester until manuscript is approved by the Graduate School.
- Establish Committee consisting of a Chairperson and Committee Members (2 Committee Members for Thesis, 3 Committee Members for Dissertation), who are members of the Graduate Faculty; complete forms to establish committee and obtain required signatures on appropriate forms. Return forms to the Graduate School.
- Obtain copy of *Guidelines for Preparing Dissertations, Theses, Projects, and Course Papers*, available at no cost in the Graduate School. Be sure to consult this publication in preparing your Thesis/Dissertation.
- Develop proposal in consultation with committee. Committee Chair submits form indicating proposal has been approved by Committee.
- Obtain Research Compliance approval (human subjects, animal care, radiation safety, hazardous materials) according to procedures on Office of Sponsored Research Website, before initiating data collection.
- Meet deadlines for submitting draft copy (orals copy) of Thesis/Dissertation to Graduate School, completing oral defense, submitting final copy signed by all committee members to the Graduate School. See Graduate School Calendar for deadlines.
- Print and Complete the Thesis/Dissertation Checklist (available at: [www.tnsstate.edu/grad](http://www.tnsstate.edu/grad))