

STEPS IN THESIS PROCESS

1. (a) N5501 Theoretical Foundations in Nursing (b) N5506 Statistics in Nursing
2. Thesis Topic Identified
3. Enroll in N5504 Preparation of Nursing Research Prospectus (Identify thesis topic if not previously identified).
4. Choose Chairperson; Choose Committee Members with Chair's approval. Committee will consist of Chair plus one or two Committee Members (The third or fourth reader is added at the time of planning the thesis defense, and attends the final defense- see steps #10, 16).
5. Obtain Committee Members' signatures on T-1* form. Turn in copy of signed form to the Office of Academic Affairs (OAA).
6. Complete N5504, Prepare Chapters 1, 2, 3 as part of course requirements. Begin preliminary contact with agency representative (e.g., Director of Research).
7. Enroll in a total of 4 semester hours of thesis.
8. Identify format for product of thesis—traditional or manuscript. If manuscript, select target journal with assistance from Chair.
9. Submit Chapters 1, 2, & 3 in traditional thesis or proposal form (if proposal, include Introduction/Background, Review of Literature, Research Questions, Purpose/problem, Definitions if applicable, Methodology—Sample, Instruments, Data Collection Procedures, CPHS Procedures, Proposed Data Analysis) to Committee Members with approval from Chair.
10. Proposal Defense; obtain signatures on T-2* form. Turn in copy of signed form to the Office of Academic Affairs. Select reader, may be selected from faculty or the community, must have at least a master's degree.
11. Complete CPHS form.** Submit with original and 3 copies of proposal and copy of T-2 form to the Center for Nursing Research by noon on the last Friday of the month.
12. Complete agency approval forms with Chair's guidance.
13. After approval received from CPHS & agency, begin data collection.
14. Submit Chapters 4 & 5 or Results of data analysis, Discussion, Implications to Chair.
15. When approved by Chair, submit Chapters 4 & 5 (or Results, Discussion, Implications) to Committee Members.
16. Submit final copy of entire thesis or draft of manuscript and appendices to the reader 2 weeks prior to oral defense. **Reader must be present at oral defense.**
17. Schedule oral defense date with Chair, Committee Members and CEIR. (See **SON Timetable for thesis defense deadline**). Reserve room for oral defense through CEIR Department. At least **10 days prior to defense date**, present typed abstract, date, time, location of defense, names of Chair and Committee Members, and title of thesis

to the Office of Academic Affairs for official posting.

18. Formal oral thesis defense; obtain signatures of Chair and Committee Members on T-3* form. Turn in **original** signed T-3 form to the Office of Academic Affairs.
19. Complete revisions; Obtain signatures of Chair and Committee Members on signature page. Submit copy of thesis (do not put on 50%-100% bond paper) or final manuscript, target journal author guidelines, and appendices to the Office Academic Affairs. T-4 form needs to be placed on top of the thesis. Thesis will be reviewed for correct APA format, manuscript will be reviewed for format in keeping with journal guidelines, and T-4 form signed when APA format is correct.
20. Submit one copy of the final thesis or manuscript, author guidelines and appendices, and T-4 form to the Associate Dean for Academic Affairs for review of the format and style. **See timetable for thesis approval deadline.** Students will be asked to enroll in one more semester if deadline is not met.
21. After the final thesis is approved by the Office for Academic Affairs (OAA), the student must submit several items to the OAA no later than the last day of the semester. Again, this deadline must be met to graduate; otherwise, the student will need to enroll for an additional semester. Note that prices are subject to change. Therefore, confirm process with the OAA during the semester in which the thesis is submitted. The following process must be completed with OAA:
 - a. The original copy previously reviewed by OAA, with all markers in place to be reviewed again for the corrections required.
 - b. Once the second review is done by the OAA you will be informed if it is correct. When it is corrected, submit a complete copy to The HF Group (<http://www.thesisondemand.com>) The School of Public Health also uses this company. The cost for binding is about \$50 and \$7.50 shipping and handling. Thesis are submitted online and sent as .pdf files to the company. Forms and letters to be included in the bound copy need to be scanned into the .pdf file. Instructions for submitting the documents are on the website and orange (the code is 290) is the book cover option to select. Students should request that The HF Group ship at least two copies of the thesis directly to CEIR at the School of Nursing address for the SON and HAM-TMC Library. Please submit to Ana Newton in the OAA a copy of the receipt from The HF Group that your submission has been received.
 - c. As a courtesy provide a bound copy for your thesis chair.
 - d. Payment to The HF Group to cover the binding fee for at least two bound copies for the two libraries is on-line. Additional copies can be ordered at the same time as desired.

* T or C forms can be obtained from the Office of Academic Affairs

A total of four (T)hesis or (C)luster Thesis forms must be completed by each student.

** Obtain CPHS forms from the Center on Nursing Research