THESIS PACKET

405.974.3341
gradcoll@uco.edu
THESIS DEFENSE AND PUBLICATION


2) Schedule Public Thesis Defense with Jackson College of Graduate Studies. The Thesis Scheduling Form and Abstract Document must be submitted to Elise Ellis by email, eellis5@uco.edu, at least two weeks before defense to allow time to appoint a Graduate Council representative to attend.

3) Publicly defend thesis.

4) Submit original title page, signature page, and abstract to the JCGS no later than the last day of classes in the term you plan to graduate.

5) Submit two printed copies of thesis to the Archives and Special Collections in the Chamber Library (2nd Floor, Room 215). Each copy costs $15.00 to bind. Fill out the Thesis Deposit Form.

6) Submit electronic copy in PDF format to https://library.uco.edu/services/thesis/. You must scan a signature page and include this in the electronic copy.
**Thesis**
Some graduate programs require a master’s thesis. Students completing a thesis must follow the instructions of their thesis committee concerning the development and preparation of their thesis. Additionally, thesis students must comply with the JCGS and the UCO Chambers Library requirements as explained below. Additional information is in the Academic Regulations & Graduation Requirements section of the Graduate Catalog and also on the UCO Graduate College website, at https://www.uco.edu/graduate/current-students/thesis-defense.

**Thesis Committee**
Students should consult their graduate program advisors early in their master’s programs for requirements regarding thesis committee and thesis preparation. Once a student’s thesis committee has been formed, the student must submit a signed copy of the Graduate Thesis Committee Form to the Jackson College of Graduate Studies. Students can obtain this form from their program department or from the JCGS website at https://www.uco.edu/graduate/faculty-and-staff/graduate-forms.

**Thesis Hours**
The maximum number of thesis hours which may be applied toward any graduate program is six (6) except for the MFA in Design which is twelve (12). Once enrolled in thesis hours a student must remain continuously enrolled in thesis hours during each fall and spring semester until full completion of all thesis requirements have been met.

**Thesis Grading**
Thesis hours completed during the development and preparation of a thesis prior to its final completion will be assigned an “X” grade and will contribute to the “Hours Attempted” and “Hours Earned” section of the student’s transcript. The “X” grade will not, however, contribute to the graduate GPA.

Once the thesis is completed, the thesis committee chair will assign a Passing or Failing ("P" or "F") grade. While a grade of “P” will not contribute to the Graduate GPA, an “F” grade will contribute to the overall graduate GPA and will prevent the student from graduating.

**Timing of Thesis**
Any student who has completed all course work must complete his/her thesis within two academic years beginning with enrollment in the first thesis course. Any exception request to extend beyond two years must be made in writing to the graduate dean.

**Public Thesis Defense**
A graduate student who submits a thesis must publicly defend his/her thesis with a representative from the Graduate Council and an appropriate faculty member present. The “Thesis Scheduling Form” can be downloaded from our website, saved to your device and emailed to eellis5@uco.edu to schedule a Graduate Council Representative. The JCGS must have at least two-week’s notice to schedule a Graduate Council Representative for your public defense. Submit both a Thesis Abstract (see Thesis Abstract description below) and the Thesis Scheduling Form to eellis5@uco.edu.
Abstract
The student is required to prepare an Abstract for faculty use in his/her thesis defense. The intent is to cause the thesis student to verbalize his/her rationale for key research decisions and thus to assist him/her in defending those rationales before his/her committee. The document must include:

1. Statement of the Problem or Issue
2. Brief Summary of the Literature
3. Thesis Statement
4. Statement of the Research Methodology. Examples of Qualitative Analysis, most applicable to studies of small groups, whole populations, or non-repetitive or non-repeatable phenomena include but are not limited to: Case study, participant observation, narrative, biography, focus group, textual and contextual, qualitative theory, philosophical and artistic. Examples of Quantitative Analysis, most applicable to studies of population samples and to repetitive or repeatable phenomena include but are not limited to: Scientific, survey, quantitative theory, statistical, and predictive.
5. Brief Summary of Findings
6. Confirmation, Modification, or Denial of Thesis
7. Statement of the Significance of the Findings
8. Suggestions for Future Research

A student presenting a thesis in partial fulfillment of the requirements for the Master of Arts degree in English with a major in Creative Writing shall follow an alternative form in preparing his/her Abstract, which must include the following elements:

1. Description of the Form or Genre of the Creative Project
2. Summary of Relevant Creative Work by Other Artists in the Genre of the Creative Project
3. Statement of the Objectives of the Creative Project
4. Identification of Major Creative, Conceptual, or Technical Challenges Posed by the Creative Project
5. Description of Strategies Employed to Meet the Major Creative, Conceptual, or Technical Challenges Posed by the Creative Project
6. Statement of the Significance of the Creative Project and of Its Implications for the Field

Thesis Format Requirements
A candidate completing his/her thesis for his/her master’s degree must submit the original title page, signature page and abstract page to the JCGS no later than the last day of classes in the same term they plan to graduate. These documents must be on file in the JCGS to graduate.

Submission Requirements for Thesis
Following successful public defense of thesis, students must submit the thesis in both paper and electronic formats. For additional information, contact the Graduate Programs Specialist, at eellis5@uco.edu or (405) 974-3417.
1. **Paper Submission Process**
   a. Each student completing a thesis for the master’s degree program must submit two (2) copies of his/her thesis for binding to Archives & Special Collections in Chambers Library.
   b. The primary responsibility for content, form and style of the thesis rests with the student’s thesis committee members. The student is responsible for the complete and accurate collation of the thesis before submitting it to the library for binding.
   c. Both copies of the thesis must be presented with an original signature page signed by all members of the thesis committee, in white 25% - 100% cotton or rag paper and not bound or punched.
   d. After the thesis returns from the bindery, one copy will be placed in the Archives Thesis collection for reference only, and the second copy will be forwarded to the academic department which supervised the work. A full text, electronic version of your thesis, will be made available through the UCO Chambers Library online catalog.
   e. It takes approximately two months for the binding process to be completed. Students may pick up their additional copies in the Archives & Special Collections Monday through Friday from 8:30 am to 4:30 pm.

2. **Electronic Submission Process**
   After a successful public defense of the thesis, students must submit one electronic copy of the thesis to [https://www.etdadmin.com/main/home?siteId=69](https://www.etdadmin.com/main/home?siteId=69). The electronic copy must be the same, content and pagination, as the paper copy submitted for binding. Instructions are available at the above referenced website.

For additional information on the electronic submission process, contact the UCO Chambers Library Archives and Special Collections at (405) 974-2882, or visit their website at: [https://library.uco.edu/services/thesis/](https://library.uco.edu/services/thesis/).

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<thead>
<tr>
<th>Thesis Costs</th>
<th>Cost for binding two hard copies of thesis (2 copies @ $15 each). Payment options and instructions available via <a href="https://library.uco.edu/services/thesis/">UCO Archives and Special Collections</a>.</th>
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<tbody>
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<td>$30.00</td>
<td>Total Required Costs</td>
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<tr>
<th>Optional Thesis Costs</th>
<th>Cost per copy for additional student-requested copies of Thesis. Payment options and instructions available via <a href="https://library.uco.edu/services/thesis/">UCO Archives and Special Collections</a>.</th>
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<td>$65.00</td>
<td>Costs to have thesis registered with US Copyright Office (Optional, made with credit card payment on the ProQuest website).</td>
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<td>$5.00</td>
<td>Mailing fee if you wish to have your copies mailed.</td>
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