



# OFFICE OF GRADUATE STUDIES

**GUIDELINES FOR PREPARING THESES  
AND DISSERTATIONS**

**Updated November 2023**



## Overview of the Thesis and Dissertation Manual

This manual provides guidelines for the processes and procedures graduate students are to follow WR FR P S O H W H W K H L U P D W H U S Y W K H V L V R U D O University requirements related to:

- x Section I ~~P~~urpose of Theses and Dissertations
- x Section II ~~R~~oles and Responsibilities of The Student, Thesis/Dissertation Chairperson and Committee Members
- x Section III ~~T~~hesis and Dissertation Preparation
- x Section IV ~~M~~anuscript Formatting, Typing, Printing and Organization Requirements
- x Section V ~~D~~isciplinary Style
- x Section VI ~~E~~lectronic Dissemination

These guidelines are consistent with the policies of Towson University. Students also are to confer with their thesis or dissertation chairperson for the requirements of their graduate program and academic discipline that are in addition to those described in this manual.

Some graduate programs require students to complete other written projects for which portions of these guidelines may apply. Students are to confer with their project advisor regarding requirements. Other programs may not require a major written project, but rather additional coursework, internships, recitals, performances and exhibitions for completion of the graduate degree.

Although it is helpful to review published theses or dissertations for content, graduate students should not use the published works as a guide for their manuscript preparation. Professional association guidelines for thesis and dissertation manuscript preparation such as those published by the American Psychological Association (APA) and the Modern Language Association (MLA) are modified periodically. Therefore, it is imperative that students be very familiar with and adhere to current rules and requirements as stipulated in this manual and those required by their specific discipline.

Students should read this manual and discipline specific guidelines thoroughly and completely, follow directions, and ask questions if they are in doubt about specific procedures, rules and manuscript requirements. Students are to seek guidance from their committee chairperson and committee members regarding manuscript requirements. Students also may contact the Office of

## SECTION I: Purpose of Theses and Dissertations

The Dissertation and the Work of a doctorate is referred to as a **dissertation** in this manual. Because the Doctor of Audiology is a clinical doctorate, the research work associated with it is considered a **thesis** as determined by the Department of Speech-Language Pathology and Audiology.

if the basic idea for the research is an expansion of existing



## Thesis or Dissertation Committee Chairperson    Advisor

In most graduate programs at Towson University, one faculty member assumes the joint responsibilities of the thesis or dissertation committee chairperson and advisor. In some programs, two faculty members share the responsibilities. In such situations, one faculty member may serve as the committee chairperson and assume primary responsibility for administrative aspects of the thesis or dissertation process. The other faculty member may serve as the thesis/dissertation advisor and assume primary responsibility for advising the scholarly aspects of the thesis or dissertation process. In this document, the phrase chairperson- advisor is used to denote the overall responsibilities either assumed by one faculty member or shared by two faculty members. Program spe

Alternatively, chairpersons-advisors who retire or resign from Towson University prior to the completion of the thesis/dissertation may serve as a thesis/ dissertation committee member if they:

- x Meet the criteria for committee membership as stated below
- x Are requested by the student to serve in that role
- x Receive approval from the program director/department chairperson and Dean of Graduate Studies.

The chairperson-advisor is the student's main consultant, advisor and advocate, and is to hold regularly scheduled meetings with the student throughout the thesis/dissertation process. The chairperson counsels the student regarding the potential membership of the thesis/dissertation committee with the goal of maximizing available faculty expertise related to the research question. It is incumbent on the student and the chairperson-advisor to assure that all content and methodological expertise needed for the research is present among the thesis/dissertation committee members.

The chairperson-advisor challenges the student to anticipate theoretical, practical and methodological complications that are likely to be encountered. The chairperson-advisor guides the student through the analysis of the research topic and research questions to determine ways of addressing theoretical and methodological problems. The student is expected to submit drafts of the research proposal and the developing manuscript on a regular basis to the chairperson- advisor for feedback and approval. The chairperson-advisor is expected to provide timely and specific feedback on the drafts. Students and chairpersons-advisors are to discuss and agree upon expectations for timely submission of and feedback on drafts. The quality of the research is a direct reflection of standards established by the discipline and enforced by the chairperson-advisor. When meeting with another member of the thesis/dissertation committee, the student is to include the chairperson-advisor, or is to discuss the results of the meeting with the chairperson-advisor soon afterwards. This procedure will protect the student from inconsistent guidance and incompatible recommendations. If the student receives contradictory information, the chairperson-advisor is to take steps to resolve the inconsistencies and assumes responsibility for the final decision.

The chairperson-advisor conducts the proposal and defense meetings. The chairperson-advisor may identify a thesis/dissertation committee member or other designated faculty member to oversee the defense process to assure it is consistent with Department/College/University requirements. The chairperson-advisor is to check the expectations and procedures for the defense of thesis and dissertation, and make sure all procedures are followed by the committee members and the student.

General expectations and procedures are to be discussed with the student prior to a defense meeting. Typically, the student is asked to present the contents of the written proposal, thesis, or dissertation to the committee, followed by questions from committee members. Although defense meetings typically are open to the campus community, the committee chairperson-advisor or other designated faculty member should make it clear at the outset of the meeting if and when questions to the candidate will be accepted from the audience. The student is to obtain special permission from the committee chairperson-advisor, the program director or department chairperson, and the Dean of Graduate Studies for a closed proposal or thesis/dissertation defense.

In some cases, a graduate student's research work may contain information that may be identified as proprietary in nature or relevant to patent applications. This information will be made available to committee members only and discussed in the defense meeting as part of a closed session between the candidate and the committee. When the discussion moves to other aspects of the project, the meeting will be re-opened to the campus community. The committee chairperson-advisor, in consultation with relevant committee members and the student are responsible for determining if some portion of the defense discussion should be closed. The chairperson-advisor also is responsible for overseeing this process during the defense meeting.

Proposal defense and thesis/dissertation defense meetings are to exemplify the highest level of professional and ethical conduct at all times. For doctoral students, completion of the dissertation reflects the highest scholarly achievement.

## Thesis and Dissertation Committee Members

Thesis/Dissertation Committee members are responsible for thorough review of the research document. At least two committee members in addition to the chairperson are required for the thesis committee. At least three committee members in addition to the chairperson are required for the dissertation committee. At least one dissertation committee member is to be external to student's program of study.

This committee member can be a faculty member in another department of the University or can be an expert who is external to the University. Other committee members may be added by the student and the chairperson for their content or methodological assistance. Usually, a committee will have no more than six members.

All members of the committee must hold appointment as full or associate graduate faculty, and possess expertise related to an aspect of the thesis/dissertation topic, or research methodology.

Appointment as graduate faculty is based on evidence of the faculty member's research and professional productivity.

Approval of and changes to the committee membership must be granted by the program director, department chairperson, and the Dean of Graduate Studies. A committee member who retires or resigns from Towson University prior to the completion of the thesis or dissertation may continue to serve on the committee if

- x requested by the student to do so and
- x receives approval from the program director, the department chairperson, and the Dean of Graduate Studies



time and support.

Committee members are to resolve conflicts of values and professional opinions, theoretical and

## SECTION III: Preparing the Thesis or Dissertation

### Procedural Steps

The process begins with the student requesting a faculty member to serve as thesis/dissertation chairperson. The student is to abide by the academic program or department policies regarding procedures for determining which faculty member will serve as a thesis or dissertation chairperson. (See Section II: Roles and Responsibilities in this manual for more information on determining the thesis/dissertation chairperson).

The chairperson and the student then meet to discuss the focus of the research and identify additional committee expertise needed to assist the student in completing the thesis/dissertation. The student is to abide by the academic program or department policies regarding procedures for determining the thesis or dissertation committee members. (See Section II: Roles and Responsibilities in this manual for more information on determining the composition of the Thesis or Dissertation Committee.)

The student next completes the **Thesis/Dissertation Committee Approval Form** which is then routed to acquire the necessary signatures from committee members and the Office of Graduate Studies for approval before formally initiating the thesis/dissertation [See Appendix A for forms]. The Dean of Graduate Studies verifies that all committee members hold graduate faculty status and meet the qualifications for serving on a thesis/dissertation committee, then signs and forwards a copy of the form to the program director and committee chairperson.

The student then obtains a permission from the graduate program director or department chairperson to register for the thesis or dissertation course. The student is to abide by the academic program and department policies and procedures for the number of thesis or dissertation credits to register in each fall, spring, minimester, and/or summer term. Students should always consult with their thesis/dissertation chairperson regarding which academic term(s) to register for thesis/dissertation units and the number of units to take.

The student next develops the thesis/dissertation proposal. The student is to maintain ongoing contact with the thesis/dissertation chairperson and the committee members during the development of the proposal and to abide by the academic program or department guidelines for its content and scope. Some programs and departments require a formal oral defense of a thesis proposal, though this is not a requirement of the Office of Graduate Studies. Doctoral dissertation proposals require a formal oral defense. Approval of the thesis or dissertation proposal by the chairperson and committee members is necessary for the student to proceed with the thesis or dissertation research. The student is to confer with and receive approval from the chairperson and the committee members for a proposed timeframe for completing the thesis or dissertation. The Dean of Graduate Studies does not need to approve the thesis or dissertation proposal.

The student must seek and obtain written approval from the Towson University Institutional Review Board (IRB) for the Protection of Human Subjects prior to conducting research that involves the use of human subjects. Students must seek and obtain approval from the Towson University Institutional Animal Care and Use Committee (IACUC) prior to conducting research that involves the use of animals. Students can contact the Office of Sponsored Programs and Research at (410)704 2236 or at [ospr@towson.edu](mailto:ospr@towson.edu).

Guidelines and applications for approval of research involving human subjects and animals are available at <https://www.towson.edu/academics/research/sponsored/comply/>. Students are to allow ample time for submission to and review by IRB or IACUC of their research proposal.

Depending on the type of research, the IRB or IACUC review process may take from one-to-many months. IRB and IACUC approval also may be required by external institutions for those research projects involving other agencies and institutions. Students are to include a copy of the Towson and external IRB or IACUC approval form as an appendix to their thesis/dissertation.

Once granted approval to implement the thesis or dissertation research, the student is to meet regularly with the committee chairperson and committee. During these meetings, the student is to discuss the progress of and findings from the research, review written drafts of the thesis/dissertation, and assess the progress toward completion of all thesis/dissertation requirements. The student typically needs to submit multiple drafts of the thesis/dissertation to the chairperson and the committee members for review and feedback prior to the final draft.

Students are to abide by all deadlines established by the Office of Graduate Studies for review and submission of the final thesis/dissertation and by the Towson University Graduation Office for formal submission of an intention to graduate [See Appendix D]. Students are to abide by department and program deadlines for review and submission of the thesis/dissertation, if these



applies to their program.

## Publishing with ProQuest

Towson University supports doctoral students publishing their thesis/ dissertation through ProQuest UMI as it allows international dissemination. This is in addition to the dissemination of the thesis/dissertation that occurs through Cook Library. Towson has an account that students can use to submit dissertations for free. Students also can pay additional fees for such options as copyright protection. Students procure these additional options.

ProQuest/UMI Dissertation Publishing is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. Publishing with ProQuest/UMI, ensure that the dissertation or thesis gains the widest possible audience.

The UMI ETD Administrator system helps manage the electronic submission of dissertations and theses that the university plans to publish with ProQuest. It simplifies the submission process for students and graduate administrators alike by moving all steps online and eliminating the need to box and ship paper copies of each dissertation or thesis.

As much as possible, students are to use word processing techniques for any special symbols, lines, boxes, or other printing. Students are required to use black colored font unless there is a particular justification for using colored font.

All paragraphs must contain at least two complete sentences. There also must be at least two sentences of text between each heading level.

## Margins

Students are to use consistent margins throughout the manuscript. The left margin is to be at least 1½ inches to allow for any possible future binding. There is to be one inch above the top of the letters in the first line of type, and at least three quarters of an inch above the top of the page number. The right and bottom margins are to be at least one inch.

Students are to adjust the text so as not to leave less than two isolated lines at the top of a new page or above the bottom margin except for the final page of a chapter, a table, or an illustration. All headings must be followed by at least two lines of text at the bottom of the page.

## Page Numbers and Numbering Preliminary Pages

(See Arrangement of the Thesis and Dissertation below). Preliminary pages should be arranged in the following sequence using **lowercase Roman numerals** (i, ii, iii, iv, etc.) centered above the bottom margin. Count the title page as page one but do not print a page number.

- x Title page
- x Approval page
- x Acknowledgement page (optional)
- x Abstract page
- x Table of Contents
- x List of Tables and number and the title of the tables (if two or more tables are included)
- x List of Figures and the numbers and titles of the figures (if two or more figures are included)

**Text.** Beginning with the first page of the text and continuing to the end of the manuscript number pages in sequence with **Arabic numerals**, starting with 1. Count all pages and number them. Do not insert numbers such as "106a" or leave uncounted pages.

Position page numbers uniformly at the top of the page, flush with the right margin. Some style manuals also require students to use a running head. Students are to consult with their thesis/dissertation chairperson regarding the use of a running head.

Even if a page has text/table/graph/diagram filling the page and printed sideways (for landscape orientation), the page number should still be in the same position and alignment as on a regular page. This may require manually typing or positioning the page number. It may be necessary to scan any unusual page to insert it into the electronic text.

**Line Spacing.** Double space the heading and main body of the text. Double space, not quadruple space, between main headings and subheadings and between headings or subheadings and text. Single space within footnotes and endnotes.

## Headings and Subheadings

- x Format headings and subheadings consistently throughout the manuscript
- x Arrange headings that are over 3½ inches long in inverted pyramids with the longest line at the top
- x Do not hyphenate words at the ends of lines
- x Use the same font size for headings as used in the body of the text
- x Place chapter titles below chapter numbers
- x Chapters or main content headings should start on a new page
- x Double space, not quadruple space, after the last line of the title before beginning the text
- x Double space between all heading and subheading levels
- x Headings should precede their content, so make sure headings and subheadings alone at the bottom of a page are moved to the next page
- x Some style manuals give specific instructions for headings; others give none. In the latter case, useful guidelines can be found in Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*

## Tables and Figures

- x Number all tables and figures with Arabic numerals in the order in which they are first mentioned in text, regardless of whether a more detailed discussion of the table or figure occurs later in the paper.
- x Use double spacing as appropriate for tables and figures.
- x Place each table and figure on a separate page within or at the end of the text. Label each table and figure by its number and title.
- x Make sure tables are not placed in the Appendices.

The preliminary pages also include the list of tables, list of figures, and list of symbols, if applicable. These pages are numbered using lower case Roman Numerals (ii, iii, etc.) that are placed at the bottom center of the page.

**Title page.** The title page includes the following information. The information is centered and spaced evenly. The title page is not numbered, but is considered page i. A sample of a title page is provided in Appendix B of this manual.

- x Title of the study
- x Name of the author
- x 7 KH SKUDVH \$ WKHVLV LQ SDUWLDO IXOILQASR HQW RI W  
2) \$576 RU 2) 6&,(1&( 2) ('8&\$7,21 DV DSSURSULDV  
LQ SDUWLDO IXOILQASR HQW RI W
- x Full name of the department to which it is being submitted
- x Name and address of Towson University
- x Date of expected graduation (month and year), not the date of the defense

**Approval page.** The approval page contains the signature of the committee chairperson and the committee member and indicates that the thesis/dissertation meets the standards of the academic program, the department, and the discipline. [See Appendix B for a sample of the Thesis/Dissertation Approval page].

**Acknowledgement page.** The acknowledgement page contains a brief statement of appreciation for, or recognition of special assistance, guidance, or support provided to the students during the thesis/dissertation process. The word **Acknowledgments** centered without punctuation two inches from the top of the page. Text begins two lines below this heading and is double spaced.

**Abstract.** The abstract should provide the reader with an overview of the problem, methodology, and conclusion in concise, specific, and informative language. The abstract text for D PDVWHU ¶ V WKHVLV P word and one page limit. Abstracts for MA, MEd, and EdS work may be up to 350 words in length and may extend beyond one page. The heading **Abstract** is centered without punctuation two inches from the top of the page. Two lines below this heading the title appears as written on the title page. The author's name is centered and placed two lines below the title. The text of the abstract begins two lines below the author's name and is double spaced.

**Table of contents.** Tables of contents may be brief and include only chapter headings or may be detailed and include one or more levels of subheadings. The wordings of headings in the table of contents must correspond exactly to the wording of those headings in the text. No preceding material is listed, but any preliminary pages that follow the Table of Contents should be listed. All items of the main text and supplementary end material should be listed. Each main heading should be left justified. Sub headings may be indented. Corresponding page numbers should align with the headings and be right justified. The heading **Table of Contents** centered without punctuation two inches from the top of the page.

**List of tables.** This section is required if there are two or more tables in the manuscript. The heading **List of Tables** centered without punctuation two inches from the top of the page. The list of tables uses either the captions exactly as they appear above the tables in the text or the first sentence of lengthy, multi sentence captions. If the first sentence is used, it must be an informative statement about the subject matter contained in the table. The List of Tables should



give a page number on the right side of the page for each item. No tables

## Supplemental Pages

Arabic numerals are used to number supplemental pages. The numbering continues from the main text pages. The page number and running head, if applicable, are placed in the upper right corner of the page.

**Appendices.** Appendices are used for supplementary illustrative materials, such as research or survey instruments, original data, mathematical derivations, computer programs, or quotations too lengthy for inclusion in the text or not immediately essential to an understanding of the text. IRB or IACUC approval letters to use human or animal subjects, Informed Consent forms, Informed Assent forms, and survey forms used in the research process also are placed in the appendices.

Students must include the signed IRB or IACUC, copies of the informed consent/informed assent forms, copies of research questions, surveys and other research forms in the appendices if they were a part of the thesis/dissertation.

Appendices follow the last page of the text. Introduce the appendix with a consecutively numbered page on which the word **Appendix** (or **Appendices**) centered without punctuation. Each appendix should be labeled, either at the top or on a preceding blank page, as Appendix A, Appendix B, etc. The sequence of the appendices follows the order where they were first introduced in the main body of the text. Each appendix needs to be labeled and named in the main body of the text for it to be included in the appendix section.

In the main Table of Contents, include Appendix or Appendices, with the page number of the first page of the appendix section. If there are several appendices, each should be listed and labeled in the Table of Contents, indented, under the listing of Appendices, with its appropriate page number, appendix letter, and title (e.g., Appendix A: IRB Approval). The other option is to prepare a List of Appendices similar to the List of Tables and List of Figures and add List of Appendices to the Table of Contents. This List of Appendices should follow the List of Tables and List of Figures. If you choose to add a List of Appendices, make sure to list all appendices with the letter of appendix and its title (e.g., Appendix A: IRB Approval).

**Bibliography (List of References, or Citations, or List of Sources).** The last section of the thesis or dissertation is the bibliography. Since nearly all theses and dissertations make use of other works, either in direct quotation or by reference, this section typically is required. The IRUPDW VW\OH XVHG LV WR FRQIRUP WR WKH UHTE XLUHPHQ journal, monograph, book or other type of publication where the student intends to publish the work. Each citation listed in the text must be included in the bibliography. The minimum requirements usually are that the referencing system and bibliography be consistent throughout the manuscript, that they are clear, and that they fully agree with each other. All work cited in the text must be included in the bibliography. Some word processing systems provide features that assist with formatting of citations and references.

**Blank white page.** At the end of the thesis/dissertation, there should be one blank white page. This page should not be numbered.





	Each table and figure labeled by its number and title		
	Each table and figure fit completely on one page; tables that are longer than one page begin on a separate page		
	No tables listed in Appendices		
	All tables and figures either imbedded in text OR listed together at end of document or in appendix		
Text citations, footnotes and endnotes	All text citations included in reference list		
	Citation style consistent across citations and with style manual or publisher guidelines		
	Footnotes placed at bottom of page, within designated margins		
	Footnotes separated from text by 1/2-inch horizontal line		
	Entire footnote on same page where begun		
	Endnotes on separate page at end of each chapter. Page labeled with a heading (e.g., Endnotes, Chapter Notes) in same format as other heading		
Guidelines t Arrangement of Preliminary Pages		Yes	No
Preliminary page arrangement	Pages arranged as follows at the start of the document: title page, copyright (if needed), signed dissertation/thesis approval page, acknowledgement page (optional), abstract, table of contents, list of tables, list of figures, list of appendices (if applicable), list of symbols (if applicable)		

Supplementary page arrangement

Table of contents	Heading = Table of Contents, centered; text begins 2 lines below heading		
	Contains: List of tables, list of figures, list of symbols (if applicable); chapter headings and subheadings (optional); appendices; list of references		
	Include a list of appendices (with appendix letter and title) and add List of Appendices to the table of contents OR list all appendices on the table of contents with the letter of appendix and its title		







## Embargoes

**APPENDIX A: Forms**

**Thesis Committee Approval Form Links**

**Dissertation Committee Approval Form Links**

**Thesis Approval Form Links**

**Dissertation Approval Form Links**

**Internet Release Form Link**



Forms for the establishment of your thesis/dissertation committee and for the final approval of your thesis/dissertation by that committee have recently been converted to an online format. The following DocuSign Forms are listed by the number of members serving on your committee. Please use the form that corresponds with your committee size.

Once you have completed your thesis/ dissertation and are ready for your committee members to approve the final version, please use the following forms:

**Thesis Completed Approval Form**

[Post defense Thesis Approval Page Form for Chair and 2 Members](#)

[Post defense Thesis Approval Page Form for Chair and 3 Members](#)

[Post defense Thesis Approval Page Form for Chair and 4 Members](#)

**Dissertation Completed Approval Form**

[Post defense Dissertation Approval Page Form for Chair and 3 Members](#)

[Post defense Dissertation Approval Page Form for Chair and 4 Members](#)

**Internet Release Form for Electronic Theses and Dissertations (ETDs)**

[Internet Release Form for ETDs](#)

**APPENDIX B: Sample Pages**

**Thesis Title Page**

**Dissertation Title Page**

**Copyright Page (for either Thesis or Dissertation)**

**TOWSON UNIVERSITY  
OFFICE OF GRADUATE STUDIES (1.0 SPACED AND CENTERED)**

**(TITLE OF THESIS TYPED IN CAPITAL LETTERS) (LINE 6)**

**(DOUBLE SPACED AND CENTERED)**

**by (LINE 15)**

**6 W X G H Q W ¶ V 1 D P H**

**A thesis**

**Presented to the faculty**

**of Towson University**

**in partial fulfillment**

**of the requirements for the degree**

**Master of (Arts) (Science) (Education)**

**Department of \_\_\_\_\_ (1.5 spacing and centered)**

**Towson University,**

**Towson, Maryland**

**21252 (1.5 spacing and centered)**

**(Month, Year of Graduation)**

**TOWSON UNIVERSITY  
OFFICE OF GRADUATE STUDIES (1.0 SPACED AND CENTERED)**

**(TITLE OF DISSERTATION TYPED IN CAPITAL LETTERS) (LINE 6)**

**(DOUBLE SPACED AND CENTERED)**

**by (LINE 15)**

**6 W X G H Q W ¶ V 1 D P H**

**A dissertation**

**Presented to the faculty**

**of Towson University**

**in partial fulfillment**

**of the requirements for the degree**

**Doctor of (Audiology) (Science) (Education)**

**Department of \_\_\_\_\_ (1.5 spacing and centered)**

**Towson University,**

**Towson, Maryland**

**21252 (1.5 spacing and centered)**

**(Month, Year of Graduation)**

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**NOTE: This page should only be included in a thesis or dissertation that is to be copyrighted.**



## APPENDIX C: Administrative Procedures

### Projects

In all Departments, the course number 880 (and, if necessary, 881 and 882) is the number for projects. If a student cannot finish the project work in one term, he/she should register for Project Continuum, one credit, with course number 885 in the next term. Usually, 885 should be repeated only with special permission. Setting up courses for projects and project continua is entirely within the department, with course term files like any other courses.

If a project is not completed at the end of the project course, the grade of "IP" (In Progress) will be given. Do not give "I" (Incomplete) since that will automatically change to "F" after one term. At the end of the project work a letter grade is given for the project course and S (satisfactory) for the project continuum.

### Theses and Dissertations

Thesis course numbers are department specific and generally fall in the range of 896-898. The student should consult with their advisor and program director for the correct course number and number of credits to enroll in each term following the guidelines in the [Graduate Catalog](#).

Dissertations are numbered 997/998. The number of units for a dissertation varies among doctoral programs and usually ranges between 12 and 24 units.

Students are expected to maintain continuous registration in a thesis/dissertation course (or continuum) each academic term until they successfully complete all of the requirements of the thesis/dissertation. This also includes summer and minimester for those students who work with their chair or committee members on their thesis/dissertation during these terms.

7KH VWXGHQW 1V WKHVLV DQG GLVVHUWDWL RQ De Student PLWWHH registers for thesis/dissertation course. The thesis or dissertation committee approval form must be submitted to the Office of Graduate Studies for the Dean's approval and signature before the student registers for a thesis/dissertation or thesis/dissertation continuum course. After thesis or dissertation committee is approved, the department, in consultation with the thesis/dissertation chairperson sets up the courses. Departments should prepare separate course term files, with different section numbers, for each thesis and dissertation student. On the Course Term File, thesis or dissertation chairperson is listed as the primary instructor. The course term file should be submitted to the Office of the Registrar, as occurs for other courses. If the thesis or dissertation course has been set up correctly, only the thesis or dissertation chairperson will have access to the grade roster and be able to submit grades.

At the end of the thesis or dissertation work, the student will present an oral defense to the committee. Oral defenses are open to the university community. The committee may require the student to make corrections or additions to the thesis or dissertation. Once the committee has approved the thesis/dissertation, the student will submit an electronic draft to [gradformat@towson.edu](mailto:gradformat@towson.edu) in the Office of Graduate Studies, the approval form signed by the members of the thesis committee, and the Internet release form. The student should make sure that the format of the signature pages is correct before getting signatures. The Office of Graduate Studies then will check the thesis/dissertation for technical details (margins, page numbering, etc.).

The student will need to make corrections to technical details identified by the Office of Graduate Studies. After making the corrections, the student will submit an electronic version of the final version to [gradformat@towson.edu](mailto:gradformat@towson.edu) as an attachment in Word or PDF format. The Graduate Studies Dean then will sign the approval page. The Office of Graduate Studies will notify the thesis/dissertation chairperson and the Graduation Office when the Graduate Studies dean signs the approval form. The thesis/dissertation will be forwarded to the Library for archival and access, with the V W X GHI QWERTY Ma the Internet Release form. After approval of the thesis/dissertation, the grade for all thesis and thesis continuum courses is given by the thesis advisor.

## Thesis and Dissertation Grading

It is the responsibility of the instructor to post a grade in PeopleSoft at the end of each term when a student is enrolled in thesis, dissertation, or continuum credits.

1. Students who successfully complete thesis or dissertation courses (usually 896, 897, 898, 997, or 998) will receive a grade of S (Satisfactory)
2. Students who are making progress towards completn, or2.2.



## APPENDIX E: End of Program Checklist

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\_\_\_\_\_ Apply for Graduation at the start of the term in which you expect to graduate. If you do not graduate in that term, you must reapply for graduation in the following term). First time applicants can complete the application through their Student Dashboard:

<https://pslogin.towson.edu/PSLogin/?env=CS9PRD>

Late applicants, students wanting to change or withdraw their application, and students denied for graduation, please email the Graduation Office at [graduation@towson.edu](mailto:graduation@towson.edu).

\_\_\_\_\_ Check your program sheet to confirm that you have completed all the required courses successfully (without any Incompletes, no more than two C grades, and no more than three 500 ~~level~~ courses) as well as any special assignments such as internships, clinical, etc.

\_\_\_\_\_ Satisfy requirements within your Department/Program for writing and defending.

\_\_\_\_\_ Follow the Thesis/Dissertation Guidelines carefully and submit an electronic draft to The Office of Graduate Studies for the format review and clearance of the thesis.

\_\_\_\_\_ After clearance of the draft copy, submit to the Office of Graduate Studies:

\_\_\_\_\_ A final electronic copy 1 of your thesis and all supporting documentation.

\_\_\_\_\_ Complete DocuSign Internet Release Form (Use link on page 28) if you wish to allow your work to be published on the Internet.

\*Keep in mind that Microsoft Word for Mac checks and formats pages differently than the Windows version.

## Doctoral Students

\_\_\_\_\_ Apply for Graduation at the start of the term in which you expect to graduate. (If you do not graduate in that term, you must reapply for graduation in the following term). First time applicants can complete the application through their Student Dashboard:

<https://pslogin.towson.edu/PSLogin/?env=CS9PRD>

Late applicants, students wanting to change or withdraw their application, & students denied