

Thesis, Dissertation, and Special Project Guidelines

THESIS/DISSERTATION PROCESS

Initial Capstone- Proposal (Before completion):

Student Responsibilities:

1. All graduate and doctoral students must complete their thesis or dissertation as part of the department's capstone course. Please contact your graduate advisor to ensure that you are registered for the appropriate course and that this requirement applies to you.
2. Many research projects require the approval of the Institutional Review Board (IRB) and/or the Institutional Animal Care and Use Committee (IACUC) found on the School of Graduate Studies, Research, and Innovation (GSRI) website. Be sure to discuss these requirements with the department chair, graduate coordinator, or your faculty member. If these requirements apply to your area of focus, you may need to submit the IRB or IACUC applications and receive approval before your capstone project can begin.
3. Complete pages 1 and 2 of the [Thesis/Dissertation Proposal Form](#). ***Please make sure to download each form using Adobe before filling it out to avoid any issues.**
4. All correspondences will be via the GSRI-Submit@SouthernCT.edu. It is the student's responsibility to check their Southern email on a regular basis.

Department Responsibilities:

5. Once the student has submitted the Thesis/Dissertation Proposal Form, the form will need to go through departmental approval process. The following signatures are required on this form:
 - a. Thesis/Dissertation Advisor,
 - b. Second reader,
 - c. Third reader, and
 - d. Department Chair
6. The form is then electronically sent to GSRI-Submit@SouthernCT.edu by the Department Chair.

School of GSRI Responsibilities:

7. The School of Graduate Studies, Research, and Innovation (GSRI) receives the form and files it in the student's record. All parties receive an electronic confirmation letter for their own records.

Final Capstone-Acceptance (After completion):

Student Responsibilities:

1. Please note, some departments require students to register for their final thesis course. Students, please contact your department to determine if this applies to you.
2. Once your thesis or dissertation is complete and ready to be submitted, visit [ProQuest](#) and create an account
 - a. Upload your thesis onto ProQuest. Please read your thesis carefully and make sure it is in the proper format to be published. You can find a sample [Thesis/Dissertation here](#), as well as [ProQuest's Guidelines for Submission](#).
 - b. At the same time, students will fill out pages 1 and 2 of the [Thesis/Dissertation Acceptance Form](#). The student's Thesis/Dissertation Advisor will fill out the rest of the form.

Department Responsibilities:

3. The Department Chair will then sign and submit the form electronically to GSRI-Submit@SouthernCT.edu once all signatures are accounted for.

***STUDENTS- Please note that you must submit the Thesis/Dissertation Acceptance Form and upload your final thesis/dissertation no later than **three (3) weeks prior to graduation**. Students must allow enough time for their advisor to have the necessary materials to complete the Thesis/Dissertation Acceptance Form for final approval. Students should be in constant communication with their advisor to assure simultaneous submission of their final thesis/dissertation into ProQuest and the Thesis/Dissertation Acceptance Form to the GSRI Office. Failure to do so can result in delaying your graduation date.**

THESIS/DISSERTATION PROPOSAL INFORMATION

Format of Proposals

A thesis/dissertation proposal may be developed in any format acceptable in the discipline or profession in which the student is engaged. A program/department may require additional formatting guidelines be used. The student and Thesis/Dissertation Advisor will be asked to indicate the format being used on the [Thesis/Dissertation Proposal Form](#). It is the student's responsibility to ensure that the format chosen is consistently followed throughout the document, and that the content of the proposal meets generally accepted standards for the discipline or profession at the degree level being pursued.

Research Subjects Approval

In the event that the student's thesis/dissertation involves the use of either human or animal subjects, the appropriate procedures must be followed for obtaining either IRB (Human Subjects) or IACUC (Animal Subjects) approval. In some cases, applications for approval must be submitted and approved prior to submitting the Thesis/Dissertation Proposal Form. The procedures and IRB or IACUC applications are found on the GSRI website. If appropriate, a copy of the approval or exemption **must be attached** to the Thesis/Dissertation Proposal Form at the time it is submitted to the School of Graduate, Studies, Research, and Innovation (GSRI).

Proposal Approval

The student will submit a completed proposal to the department responsible for the oversight of the thesis or dissertation. Once the department accepts the proposal and all research subject approvals, (if any) have been obtained, the student will initiate the [Thesis/Dissertation Proposal Form](#). This form is a PDF fillable form and must be downloaded before filling out.

Student:

- Complete pages 1 and 2 of the Thesis/Dissertation Proposal Form; and,
- Sign, scan, and email the form to your thesis/dissertation advisor

Thesis/Dissertation Advisor:

- Complete page 3 of the form; and,
- Sign, scan, and email the form to the second reader

Second Reader:

- Sign, scan, and email the form to the third reader

Third Reader (if applicable):

- Sign, scan, and email the form to the department chair

Department Chair:

- Sign, scan, and email the completed form to the School of Graduate Studies, Research, and Innovation: GSRI-Submit@SouthernCT.edu.

Once the signed form has been received, a receipt email will be sent from GSRI to all parties, including the Thesis/Dissertation Advisor, Department Chair, and student, indicating that the proposal has been accepted by GSRI, and the thesis/dissertation may proceed. This email, either in hard copy or electronic, should be maintained by the student, the advisor, and the Graduate Program Coordinator until completion and acceptance by the School of Graduate Studies, Research, and Innovation. The form itself will be electronically entered into the student's record.

Please note that failure to submit this form may delay graduation until the School of Graduate Studies, Research, and Innovation can verify that the thesis or dissertation had been reviewed and appropriate approvals were obtained prior to the time the student began their capstone project.

THESIS/DISSERTATION ACCEPTANCE INFORMATION

Thesis/Dissertation Format

No thesis or dissertation will be accepted by the School of Graduate Studies, Research, and Innovation without a properly formatted cover page, abstract, and thesis/dissertation document. Here are some example pages of what your thesis/dissertation should look like: [Title Page](#) and [Capstone Sample](#). The general formatting of your thesis/dissertation should be the exact same formatting style as was submitted with the thesis/dissertation proposal. A program/department may require additional formatting guidelines be used. Please have your Thesis/Dissertation Advisor **carefully** review your thesis or dissertation before submitting to avoid delay in graduation.

Submission of the Completed Thesis/Dissertation

Once the student has the completed version of their thesis or dissertation, they should submit their thesis or dissertation to [ProQuest electronically](#). The student can access the instructions for submitting their thesis or dissertation to [ProQuest here](#). Please note that under current Connecticut state regulations, the library must have a hard copy of your thesis/dissertation. In order for the library to receive this hard copy, the student must pay the required fee through ProQuest.

Concurrently, the student will download and complete electronically page 1 and 2 of the [Thesis/Dissertation Acceptance Form](#). The student will then email the signed form to their Thesis/Dissertation Advisor who will complete page 3 of the form, sign scan and email the completed form to the Department Chair. Once the Chair electronically signs off on the form, it should be forwarded by the Chair to GSRI-Submit@SouthernCT.edu. Once the thesis/dissertation has been reviewed by the Thesis/Dissertation Advisor, approvals are granted in ProQuest, and your Thesis/Dissertation Acceptance Form is submitted, the School of Graduate Studies, Research, and Innovation will electronically deliver the document to be published.

Please note that both your thesis or dissertation and the Thesis/Dissertation Acceptance Form must be submitted at the same time to avoid a delay in graduation.

Staff in the GSRI office will join the form to the submitted thesis or dissertation in ProQuest. Once the verification has been completed, the acceptance form will be filed in the student's record and a letter will be generated to the student, and other appropriate parties, indicating that the thesis/dissertation has been accepted and approved by the School of GSRI.

Final Date for Filing a Thesis or Dissertation

The final date a student can submit their thesis or dissertation with the assurance that all paperwork can be processed to ensure graduation in the current semester is **three (3) weeks prior to the end of the semester**. This will also ensure that a student will not need to sign up for IDS 901 in the following term. If a student is completing their thesis/dissertation over the summer, the last of date of submission will be **three (3) weeks prior to the final date of Summer Session "C"**.

SPECIAL PROJECT PROCESS

Initial Capstone- Proposal (Before completion):

Student Responsibilities:

1. All graduate students must complete their special project as part of the department's capstone course. Please contact your graduate advisor to ensure that you are registered for the appropriate course and that this requirement applies to you.
2. Many research projects require the approval of the Institutional Review Board (IRB) and/or the Institutional Animal Care and Use Committee (IACUC). Be sure to discuss these requirements with the department chair, graduate coordinator, or your faculty member. If these requirements apply to your area of focus, you will need to submit the IRB or IACUC applications and receive approval before your capstone project can begin; and,
3. Complete pages 1 and 2 of the [Special Project Proposal Form](#). ***Please make sure to download each form using Adobe before filling it out to avoid issues.**
4. All correspondences will be via GSRI-Submit@SouthernCT.edu. It is the student's responsibility to check their Southern email on a regular basis.

Department Responsibilities:

5. Once completed by the student, the form must go through their departmental approval process. This includes the signature of their Special Project Advisor, second reader, third reader, and lastly, the Department Chair; and,
6. The form is then electronically sent to GSRI-Submit@SouthernCT.edu by the Department Chair.

School of GSRI Responsibilities:

7. The School of Graduate, Studies, Research, and Innovation (GSRI) obtains the form and files it in the student's record. All parties receive an electronic confirmation letter for their own record.

Final Capstone- Acceptance (After completion):

Student Responsibilities:

1. Once your department approves your special project, as noted above, you must fill out pages 1 and 2 of the [Special Project Acceptance Form](#) which should be submitted to your Special Project Advisor.

Department Responsibilities:

2. The Special Project Advisor must complete the remainder of the Special Project Acceptance Form and submit to the Department Chair; and,
3. The Department Chair will then sign, scan and email the form to the GSRI-Submit@SouthernCT.edu once all signatures have been obtained.

***STUDENTS-** Please note that you must submit the Special Project Acceptance Form no later than three (3) weeks prior to graduation. Students must allow enough time for their advisor to have the necessary materials to complete the Special Projects Acceptance Form for final approval. Failure to do so can result in delaying your graduation date.

SPECIAL PROJECT PROPOSAL INFORMATION

Format of Proposals

A special project proposal may be developed in any format acceptable in the discipline or profession in which the student is engaged. A program/department may require additional formatting guidelines be used. The student and Special Project Advisor will be asked to indicate the format being used on the [Special Project Proposal Form](#). It is the student's responsibility to ensure that the format chosen is consistently followed throughout the document, and that the content of the proposal meets generally accepted standards for the discipline or profession at the degree level being pursued.

Research Subjects Approval

In the event that the student's special project involves the use of either human or animal subjects, the appropriate procedures must be followed for obtaining either IRB (Human Subjects) or IACUC (Animal Subjects) approval. These applications must be submitted and approved prior to submitting the Special Project Proposal Form. You can find the procedure and IRB or IACUC applications on the GSRI website. A copy of the approval or exemption **must be attached** to the Special Project Proposal Form at the time it is submitted to the School of Graduate, Studies, Research, and Innovation.

Proposal Approval

The student will submit a completed proposal to the department responsible for the oversight of the special project. Once the department accepts the proposal and all research subject approvals, (if any) have been obtained, the student will initiate the [Special Project Proposal Form](#). This form is a PDF fillable form and must be downloaded before filling out.

Student:

- Complete pages 1 and 2 of the form; and,
- Sign, scan, and email the form to their Special Project advisor.

Special Project Advisor:

- Complete page 3 of the form; and,
- Sign, scan, and email the form to the second reader.

Special Project Second Reader:

- Sign, scan, and email the form to the third reader.

Special Project Third Reader (if applicable):

- Sign, scan, and email the form to the department chair.

Department Chair:

- Sign, scan, and email the completed form to GSRI-Submit@SouthernCT.edu

Once the signed form has been received, a receipt email will be sent from the School of Graduate Studies, Research, and Innovation to all parties, including the Special Project Advisor, Department Chair, and student, indicating that the proposal has been accepted and the special project may proceed. This email, either in hard copy or electronic, should be maintained by the student, the Special Project Advisor, and the Graduate Program Coordinator until completion and acceptance by the School of Graduate Studies, Research, and Innovation. The form itself will be electronically entered into the student's record.

Please note that failure to submit this form may delay graduation until the School of Graduate Studies, Research, and Innovation can verify that the special project had been reviewed and appropriate approvals were obtained prior to the time the student began their capstone project.

SPECIAL PROJECT ACCEPTANCE INFORMATION

Special Project Format

Given the unique nature of special projects, it is up to the department to determine the acceptable format of the special project. If specified, the department may require a summative report from the student. A program/department may require additional formatting guidelines be used.

Approval of Completed Special Project

Once the department has determined that the special project has been completed as defined in the proposal, the student will initiate the [Special Project Acceptance Form](#). The student will download the form, complete pages 1 and 2, sign, scan, and email the form to their Special Project Advisor. The Special Project Advisor will complete page 3 of the form, sign, scan, and email the form to the next appropriate person. Once the Department Chair electronically signs off on the completed form, it should be scanned and submitted to GSRI-Submit@SouthernCT.edu.

Once the completed form is received by the GSRI School, it will be entered into the student's file and a letter will be sent to the student, and other appropriate parties, indicating that the special project has been approved and accepted by the School of Graduate Studies, Research, and Innovation.

Final Date for Filing a Special Project

The final date a student can submit a special project with the assurance that all paperwork can be processed to ensure graduation in the current semester is **three (3) weeks prior to the end of the semester**. This will also ensure that a student will not need to sign up for IDS 901 in the following term. If a student is completing their Special Project over the summer, the last date of submission will be **three (3) weeks prior to the final date of Summer Session "C"**.