

Thesis Committee Responsibilities

The initial responsibility of the committee is to meet and determine the feasibility of the topic and the thesis/dissertation plan or proposal, and to permit the student to proceed only after such determination has been made. The committee shall sign off on the student's plan or proposal and a copy should be kept in the student's file in the department. The signing of this document signifies that the student has permission to proceed with the study as outlined in the plan and that faculty agree to serve on the committee. Committee members are responsible for reviewing thesis and dissertation drafts, and providing feedback in a timely manner. Depending on circumstances, there should be no more than a two-week turnaround review time for each of the committee members to review the manuscript for a thesis or dissertation.

The student and the chair of the committee will work on the literature review and methods until they are both satisfied with the product, then the student will defend the proposal to the entire committee.

- a. The committee shall determine the adequacy of the bibliography.
- b. The committee shall review and approve the methodology and any instrument or questionnaire used in data collection
- c. The committee shall determine whether the student's research is subject to the university policy on research on human or animal subjects and advise the student accordingly. If so, the chair and student will complete the IRB documents.
- d. The committee members recommend necessary changes to the literature review and methods. Once agreed upon, the committee members will sign the approval form. The chair will hold off signing until the student makes the necessary changes to the document. The student will complete the IRB forms with chair approval and will submit to the IRB. If the committee has numerous changes or changes cannot be agreed upon, the student will arrange another meeting after changes have been made.
- e. With the chair's supervision, the student will complete the project after IRB and committee approval.

f. Once completed the student will analyze the data and write results and discussion. Once the chair and student are satisfied with the document, the student will arrange a thesis defense with the committee.

At the defense, the responsibility of the committee is to examine the student's work and to meet and make a final determination of the acceptability of the thesis. If acceptable the members will sign the approval document. If slight changes need to be made, the committee members can sign, with the acceptance of the chair. The chair will hold off signing until all documents are what the committee agreed upon.

Once approved by the committee, the student will proceed to the graduate school.

It shall be the responsibility of the student to observe graduate deadlines for the submission of final and publication copies of the thesis/dissertation. A reasonable amount of time (not more than two weeks) should be allowed for each of the committee members to review the manuscript.