

Thesis Checklist

Department of Health and Sport Sciences

This checklist applies to HSS thesis research initiated after approval of thesis prospectus and confirmation of Human Subjects Approval.

Name _____	SSN _____
Address _____	Home Phone _____
City, State, Zip _____	Work Phone _____
	Email _____
Advisor _____	
Thesis Chair _____	> Email _____
Committee Members _____	
_____	> Email _____
_____	> Email _____
_____	> Email _____
Proposed Thesis Title _____	

Date Completed	Activity / Requirement
	1. Final approved copy of prospectus submitted to thesis chair
	2. Human Subjects Approval Date and Number: _____
	3. Change prospectus to past tense
	4. Initiate, conduct study
	5. Plan ahead for data organization & analysis; draft table headings
	6. Submit draft of data analysis and results to thesis Chair
	7. Submit draft of discussion, recommendations to thesis Chair
	8. Submit draft of complete thesis to committee members two weeks prior to defense
	9. Prepare abstract of thesis
	10. Schedule defense of thesis; Date: _____
	11. Thesis Approval Page (pink form) signed by committee and submitted to Graduate School
	12. Prepare corrected copy of thesis
	13. Review and sign thesis checklist
	14. Submit (regular xerox) corrected defense copy and signed thesis checklist to Ms. Michelle Stout, Graduate School Office, Admin Bldg 317 (See deadline in Schedule of Classes); Deadline Date: _____
	15. Make final corrections as needed
	16. Submit 3 final copies on 100% cotton (bond), 20 or 24 lb. paper to Graduate School in brown clasp envelope or letterhead box. (See deadline in Schedule of Classes); Deadline Date: _____
	17. Submit final copy (regular xerox) to thesis chair
	18. Submit final copy (regular xerox) to HSS Graduate Coordinator with Microform Permission Form, 2 copies of thesis title page, 2 copies of abstract, and 1 diskette of thesis with name, university, date, and name/version of word processing program