

## **Role of the Master's Degree Mentor**

### **Research Program**

#### 1. Thesis Committee

Each master's degree student who is writing a thesis is expected to complete a research project under the direction of a faculty member who is identified as the student's research advisor. In most circumstances, the research advisor serves as the chair of a Thesis Committee composed of at least 3 faculty members, one of whom is the research advisor, recruited by the student with approval of the Graduate School Dean.

#### 2. Research Protocol

An outline of a proposed research project is developed by the student in collaboration with the research advisor. The research protocol is reviewed by the Thesis Committee, and, if approved, is submitted to the Graduate School Dean. The Dean reviews the protocol and, if satisfied that it meets objectives of the Graduate School, notifies the student of its acceptance. With acceptance of the research protocol, the student is authorized to begin work on the research project.

#### 3. Thesis Review and Approval

A thesis describing the research performed by the student is prepared under the supervision of the research advisor. The format for the paper must be consistent with the accepted protocol for papers published in the student's field of study. When complete, the thesis is submitted to the Thesis Committee for review. At the discretion of the graduate program, review of the thesis may include an oral defense conducted under terms specified in the policies and guidelines document of the Graduate School. The thesis may be approved, approved with changes, or disapproved by the Thesis Committee. If approved with changes, all changes must be considered in a revision before submission to the Dean of the Graduate School. Two copies of the final thesis must be submitted to the Graduate School.

#### 4. Publication of Research Results

Each student is encouraged to draft one or more papers for publication in a peer-reviewed journal describing the results of the research. These papers are to be written in close collaboration with the research advisor. Approval of the dissertation and the student's eligibility for graduation are not dependent on the submission or acceptance of a paper for publication.

### **Non-Thesis Degree:**

A student must complete the minimum credit hours of course work required by his/her program. Requirements may include a final paper that must be submitted to complete the program. Once all of the course credit requirements have been fulfilled and all other program requirements completed and submitted, the program will be completed.

### **Awarding of Degree**

Notice of an approved thesis, paper or project must be communicated in timely fashion by Program Director to the Dean of the Graduate School. The Dean then verifies that the student has satisfied all requirements for graduation, and then submits the student's name to the President for approval for the degree. If approved, the student's name is added to those receiving a degree on the next graduation date.