

**Thesis Flowchart**  
**Developmental Master's Sequence Recommendations**

<http://psychology.illinoisstate.edu/Graduate/dev/developmental.aspx#tabs-accord5> <http://grad.illinoisstate.edu/academics/thesis-dissertation/>

	<b>Semester</b>	<b>Recommendation</b>
	1 <sup>st</sup> year fall	Review department's Thesis Procedures website at <a href="http://psychology.illinoisstate.edu/Graduate/dev/developmental.aspx#tabs-accord5">http://psychology.illinoisstate.edu/Graduate/dev/developmental.aspx#tabs-accord5</a>
<input type="checkbox"/>		Review Faculty Research Interests website at <a href="http://psychology.illinoisstate.edu/Research/interest.shtml">http://psychology.illinoisstate.edu/Research/interest.shtml</a> ; Meet with faculty members and discuss expectations; Narrow thesis topic
<input type="checkbox"/>		Choose thesis chair; Discuss expectations with your thesis chair
<input type="checkbox"/>		Complete <b>Department Approval of Thesis Chair</b> form (see Thesis website and Forming a Committee link); Obtain thesis chair's signature; Give form to graduate coordinator for approval
<input type="checkbox"/>	October	Graduate Programs Office will process a PSY 499 override when the Thesis Chair form is approved by graduate coordinator; Register for PSY 499 for spring semester
<input type="checkbox"/>	1 <sup>st</sup> year; early in spring semester	Review Thesis Procedures website; Create a timeline for thesis project; Begin literature search; Draft research questions; Start writing thesis proposal; Review Graduate School's Academics website (Thesis link) for thesis formatting
<input type="checkbox"/>		Discuss with thesis chair the selection of a committee member or thesis co-chair; Complete the <b>Department Approval of Thesis Committee</b> form; Obtain committee members' signatures; Submit signed Form to Graduate Programs Office for department chair signature. <b>Note: Graduate School procedures require a majority of the thesis committee to be full members of the Graduate Faculty; if one member is an associate member of Graduate Faculty, the thesis committee must have three faculty members.</b>
<input type="checkbox"/>		Continue to work on proposal, methodology, analyses
<input type="checkbox"/>		Finalize proposal with chair and committee member(s); See the Graduate Schools' Academics website (Forms link) for <b>Proposal Approval Form</b> ; Discuss copyright issues with your thesis chair; <b>Complete page 2 of Proposal Approval Form</b> and submit it to the Copyright Officer
<input type="checkbox"/>		Send an email to the Graduate Programs Office to request a thesis reader <b>Note: Reader will be assigned if the Thesis Committee form is not approved.</b>
<input type="checkbox"/>		When ready to propose your thesis, contact thesis committee and reader to find a date and time (i.e., two hours) when all are available. Contact the Graduate Programs Office to reserve a room for the suggested proposal day and time.
<input type="checkbox"/>	One week before proposal date	Submit a printed copy of the thesis and the signed Proposal Approval Form (i.e., signed only by Copyright Officer) to the Graduate Programs Office. Thesis may be printed two-sided.
<input type="checkbox"/>	Recommendation: propose by end of first year or early in second year	Propose your thesis; If the proposal is approved, your thesis committee (not the reader) will sign the <b>Proposal Approval Form</b> . You may need to revise your thesis before the committee will sign the Form. Submit the signed Proposal Approval Form to Graduate Programs Office for department chair's signature. The Graduate Programs Office will submit the Form to the Graduate School.

<input type="checkbox"/>		Submit IRB Proposal; See the Research Proposals website at <a href="https://research.illinoisstate.edu/proposals/">https://research.illinoisstate.edu/proposals/</a>
<input type="checkbox"/>	2 <sup>nd</sup> year fall	Begin thesis data collection, coding, and analysis
<input type="checkbox"/>	Late in December or early in January	See Graduate School's Graduation and Commencement website for <b>Dates and Deadlines</b> (deadlines related to graduation); Complete <b>Degree Audit Form</b> (see Graduate School's Academic website under Forms link) and submit it to the graduate coordinator before the stated deadline; Submit <b>Application for Completion of Degree</b> and pay graduation fee; Graduate coordinator will submit Degree Audit to the Graduate School.
<input type="checkbox"/>		Finish writing your thesis; Update literature review if needed; Update methodology to be past tense instead of future tense; Write Results and Discussion sections
<input type="checkbox"/>		Finalize last draft; Your thesis chair may want to approve the final draft before it goes to the 2nd committee member; Your thesis committee should approve the draft before it goes to the reader; Upload your thesis draft to ProQuest (see <a href="https://www.etdadmin.com/cgi-bin/school?siteid=493">https://www.etdadmin.com/cgi-bin/school?siteid=493</a> ); See Graduate School's Academics website for Graduation and Commencement link; see Dates & Deadline for defense date for anticipated graduation
<input type="checkbox"/>	10 business days before anticipated defense date	Complete <b>Right to Defend</b> form and submit it to the Graduate School; The Graduate School must approve your right to defend before you can schedule your thesis defense; Approval is sent by email; If not copied on Graduate School's Defense email, forward the email to the Graduate Programs Office; Contact thesis committee and reader to determine a defense date and time; Contact Graduate Programs Office to reserve a room
<input type="checkbox"/>	One week before defense date	Submit a hard copy of your thesis to the Graduate Programs Office
<input type="checkbox"/>		Bring <b>Outcome of Defense</b> form to your defense; Defend your thesis; If defense is approved, obtain signatures of thesis committee (not reader) on the Defense form; Submit a copy of signed Defense form to the Graduate Programs Office
	See Dates & Deadlines for submission by graduation deadline	Make changes, if needed, to your thesis; Upload a final copy of your thesis to ProQuest; Submit signed <b>Outcome of Defense</b> form and <b>Final Deposit Checklist</b> to Graduate School

We recommend attending a proposal or defense within your graduate sequence. Dates for proposals and defenses are announced via the graduate students' listserv and are posted on the bulletin board across from 435 DeGarmo Hall. Graduate student should observe the proposal or defense process, not dominate the proceedings.

This flowchart is for guidance only; forms, dates, and deadlines may change.

Updated June 2018