

5**CHAPTER****THE THESIS OR DISSERTATION**

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Prior to the first semester of enrollment, each graduate student is assigned a temporary advisor. Within the first two semesters, and with the temporary advisor's assistance, master's degree students in ID and APD must decide whether to pursue either research thesis or design thesis. During this same timeframe, doctoral students must select a graduate advisor (i.e., advisory committee chair) whose area of expertise parallels the student's own research or design intentions. Thereafter, the students work with their graduate advisor to develop a specific and focused research or design topic and a supporting plan of study. To document this change in advisors (from the temporary advisor to the graduate advisor), the student should collect signatures from both of these persons on the Graduate Advisor and Committee Membership Form (see Appendix A-4). This form is then placed in the student's file in the DHM office.

Professional Scholarship Agreement

At the time that the graduate advisor signs the Graduate Advisor and Committee Membership form, both the student and the graduate advisor should also discuss and sign the Professional Scholarship Agreement form (see Appendix A-9). This form is then placed in the student's permanent file in the DHM office. The Professional Scholarship Agreement form pertains to publication and/or exhibition rights, in relation to the student's thesis or dissertation results. Before beginning work on a thesis or dissertation, it is important that both the student and graduate advisor understand and agree upon these rights, as indicated by their signatures on this form.

Thesis Equivalent for Doctoral Students

If a thesis was not completed as part of a doctoral student's prior master's degree, the student will be required to enroll in up to 6 credit hours of DHM 5010, in order to complete a thesis equivalent before beginning doctoral dissertation research. This thesis equivalent must include all of the major activities associated with the production of a research thesis:

1. identification of a research problem,
2. investigation of the literature,
3. acquisition of data,
4. analysis of data, and
5. formulation of conclusions and implications for the field.

Thesis equivalent research is compiled into a manuscript suitable for submission to a professional journal. The thesis equivalent activity is directed by a graduate faculty member whose research interests are congruent with the focus of the student's choice of a thesis equivalent topic. Additionally, two other

DHM graduate faculty members are identified to serve as reviewers of the thesis equivalent product. These committee members, when given copies of the final thesis equivalent, will evaluate that project and reach a consensus agreement to accept or reject the thesis equivalent. Acceptance is required before beginning dissertation research. The committee's decision is recorded on the Thesis Equivalent Evaluation form (Appendix A-6). If the committee deems the thesis equivalent to be unacceptable, the student may revise the thesis equivalent and seek approval one additional time, but only if that resubmission occurs within one year from the date of the initial rejection by the review committee. The OSU Graduate Council advises that an acceptance vote to occur when the advisor votes in the affirmative and no more than one member of the committee dissents.

Selecting Advisory Committee Members

Once a research or design topic has been decided upon, the student must select and solicit additional graduate faculty to serve on the student's thesis or dissertation advisory committee. Invitations to serve on this committee should be based upon a congruency between the faculty members' areas of expertise and the student's research or design topic. Potential committee members should first be discussed with the graduate advisor and then contacted by the graduate student. The student should be prepared to discuss the tentative research or design topic and the anticipated timeline with each person invited to serve on the advisory committee. Faculty already serving on numerous graduate student advisory committees may not be able to comply with all requests.

The functions of an advisory committee are as follows:

1. Discuss, evaluate and approve the student's plan of study during a committee meeting,
2. Evaluate, make recommendations and approve the research or design proposal during a committee meeting. Advisor will orally summarize changes to be made before student proceeds with the study.
3. Participate in, develop and evaluate the qualifying exam (if the student is enrolled in the doctoral program),
4. Read the thesis or dissertation prior to the final defense and provide comments on the thesis or dissertation,
5. Evaluate the student's research or design activities and results during a final oral defense of the thesis or dissertation, and
6. (In the case of a design thesis) approve the time, location and contents of the final design exhibition.

The advisory committee for a **master's** student must consist of **at least three persons** who are members of the OSU Graduate Faculty, one of whom is the student's graduate advisor, and at least one of whom is teaching in DHM. The third member can be a DHM graduate faculty member or an outside

member. A **doctoral** advisory committee must consist of **at least four persons**. The chair of the committee (i.e., the student's graduate advisor) must be employed by OSU, a member of the OSU Graduate Faculty and a member with DHM doctoral chairing privileges. Other committee members must have Graduate Faculty member status. At least one advisory committee members must be outside of DHM.

All members of the thesis or dissertation advisory committee must sign the DHM Graduate Advisor and Committee Membership form to signify their willingness to serve in this capacity (Appendix A-1). This form is then placed in the student's file in the DHM office. If changes in the committee membership are desired, both the resigning and new members must sign the DHM Graduate Advisor and Committee Membership form to document this change, and an OSU Graduate College Committee Change Request form must be completed and submitted to the Graduate College.

Developing a Proposal

A research proposal delineates the aims and procedures of the intended work, for evaluation by the student's thesis/dissertation advisory committee. The proposal must be approved by the advisory committee before research or design work can proceed. Students must enroll in DHM 5000 or 6000 while developing their proposal with assistance from their graduate advisor. Master's students must also enroll in DHM 5112 while they are developing their proposal for their thesis, if they have not completed that course as a component of the Plan of Study for a previous degree.

A DHM research thesis or dissertation must be based upon theory and the testing of theory. The proposal should explain the theory or theories relevant to the study, the methodology whereby theory will be tested or lead to experimentation, and the implications of the anticipated results to theory and the knowledge base. Therefore, it is recommended that students complete DHM 5003 (Theoretical Perspectives for DHM), DHM 5112 (Research Planning and Proposal Writing), DHM 5013 (Research Developments in DHM), and/or DHM 6133 (Research Methods in DHM) before the proposal is finalized and submitted to the advisory committee.

A DHM design thesis (master's students) is based upon the creation of original work that represents processes of experimental design, and that may be an extension of the previous works of artists and designers within the chosen field. It is recommended that students complete DHM 5113 (Theories of Creative Process in DHM) and DHM 5233 (Design Evaluation) before the proposal is finalized and submitted to the advisory committee.

The proposed research and design activities should reflect a scholarly endeavor of the highest order. The following standards should be kept in mind, as the proposal is developed:

- Research or design should be challenging, and should incorporate independent action and learning, sound methodology, and professionalism.
- Research or design should reflect advanced graduate learning and a command of the contemporary knowledge in the field.
- Research should incorporate a quantifiable, measurable or testable component that is approached in an objective manner.
- The results of research should extend or improve knowledge in an area relevant to apparel, interiors or housing, while the results of design should creatively extend the boundaries of imagined and/or possible ideation in regards to apparel or interiors.
- The scope of research or design must require the time and effort of at least 6 credits of DHM 5000 (for master's students), or at least 15 semester credits of DHM 6000 (for Ph.D. students).
- The research or design written component should reflect a high level of proficiency in written communication, and the visual component of a design thesis should reflect a high level of professionalism.

Most DHM proposals are written using a style recommended by the American Psychological Association, otherwise referred to as APA style. The proposal consists of the following:

Recommended Proposal Format for Research Thesis

TITLE PAGE

APPROVAL PAGE

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER 1. Introduction

- Clear introduction of the problem and its theoretical or antecedent context,
- Explanation of the problem's significance and a justification or need for research or design attention,
- Statement of objectives, research questions and/or hypotheses to be addressed, and the relationship of these to the theory or design concepts to be tested,
- Acknowledgment of assumptions and limitations of the endeavor, and
- Definition of terms to be used in the written report.

CHAPTER 2. Review of Literature and/or Related Works

- Analysis and summary of current knowledge and theory and/or design relevant to the problem, and
- Indication of the contribution and/or relationship of the proposed research or design work to that body of existing knowledge and theory.

CHAPTER 3. Procedure or Methodology

- Restatement of the objectives, research questions, and/or hypotheses to be addressed, and
- Delineation of research methodology or creative process responsive to each objective, research question, or hypothesis, including such things as:
 - Instrument design,
 - Sampling procedure,
 - Experimentation, manipulation and/or testing methods, and
 - Analytical or statistical procedures.

REFERENCES

APPENDICES

- Institutional Review Board (IRB) approval letter, if research involves human subjects,
- Copies of research instruments to be used,
- Cover letters that will accompany research instruments, and
- Specification sheets, floor plans, or other materials relevant to the research activities.

Recommended Proposal Format for Design Thesis

TITLE PAGE

APPROVAL PAGE

TABLE OF CONTENTS

LIST OF TABLES (if appropriate)

LIST OF FIGURES

LIST OF SYMBOLS OR NOMENCLATURE (if appropriate)

CHAPTER 1. Statement of the Problem

- Approximately two pages of problem(s) and purpose of study (design).

CHAPTER 2. Summary of Surveyed Related Work

- Approximately 10 pages, and
- Previous literature, blue prints, photographs, illustrations, artifacts, etc. that are relevant to current study (design).

CHAPTER 3. Methodology: Summary of the Creative Process Plan

- Approximately 3 pages that describe creative process in detail.

REFERENCES

APPENDICES (as needed, if above page limitations are too restrictive)

- Additional discussion of related work (optional),
- Additional discussion of creative process (optional), and
- Additional discussion of results (optional).

Seeking Proposal Approval

After the thesis or dissertation proposal has been completed, it must be submitted to the student's advisory committee for review and approval. It is the graduate student's responsibility to:

- Set up a 2-hour meeting that is compatible with the schedules of the student and all advisory committee members,
- Reserve a conference room within the HSci building, and
- Provide each committee member with a full copy of the proposal at least 10 business days prior to the scheduled meeting date, excluding holidays.

The graduate advisor is responsible for inviting all DHM faculty and graduate students to the proposal meeting as guests. The student's graduate advisor serves as the chair of all advisory committee meetings. During the proposal review meeting, the graduate student will be asked to provide a 30 minute maximum professional overview of:

- His/her educational and professional background and aspirations,
- The rationale, theoretical basis and method for the proposed research or design, and
- The relationship of the proposed activity and anticipated results to the knowledge base and to the student's career goals.

If guests are present for the initial presentation, the graduate advisor subsequently will excuse the guests and then will open a committee discussion of the proposal. Advisory committee members will ask the student questions, point out strengths and weaknesses in the proposed study, and provide constructive recommendations. It is the student's responsibility to note these comments and recommendations, and to make the requested changes in the proposal. It is the responsibility of the graduate advisor to insure that all recommendations and changes have been satisfactorily completed by the graduate student. Members

of the advisory committee may request a second proposal meeting, if the initial proposal requires substantial revision.

Ultimately, the graduate advisor will ask for a committee consensus concerning the proposal. The advisory committee will indicate one of the following responses:

- Accept the proposed research or design, without changes
- Conditionally accept the proposed research or design, with requested minor changes
- Conditionally accept the proposed research or design, with requested major changes
- Reject the proposed research or design

Acceptance should be designated on the approval page along with signature of committee members.

IRB (Institutional Review Board) Training and Approval

Oklahoma State University requires that all investigators conducting research involving human subjects (i.e., faculty, staff and graduate student) complete a series of online training modules, regardless of the source of funding. All graduate students pursuing their own thesis, thesis equivalent or dissertation research are PIs; therefore, they must complete the training before submitting the IRB (Institutional Review Board) application. Please see the step-by-step procedure by following the link at

<http://compliance.vpr.okstate.edu/irb/documents/IRBsteps.pdf>.

The required training is provided online by the Collaborative IRB Training Initiative (CITI) through the University of Miami. Links to this online training can be found on the OSU IRB website <http://compliance.vpr.okstate.edu/IRB/training.aspx>.

Once the student's proposal has been approved by his/her advisory committee and requested changes have been made, the student must then seek IRB (Institutional Review Board) approval of the proposed activity, if the research or design will in any way use humans as a source of experimentation or data. The U.S. federal government requires that all institutions at higher education receiving federal funding (which includes OSU) to maintain a review board to monitor the rights and welfare of human subjects used in research.

IRB approval must be obtained before starting any project involving human subjects. Graduate students, with assistance from their graduate advisors, are responsible for obtaining, completing and submitting IRB application forms to the Institutional Review Board. The IRB application review process requires between 2 and 6 weeks. The IRB review and assessment may require changes in the proposed

research activity, before that activity can begin. IRB approval is granted for only one year at a time. If data collection spans more than 12 months, it will be necessary to submit a Continuation/Renewal Form to the IRB office to receive ongoing approval. If, after receiving IRB approval, a student decides to make any changes in the research procedures, then a Modification Form must be submitted to the IRB office.

The letter from the IRB office, which grants approval of the research, must be included in an appendix of the thesis or dissertation, if the activity included human subjects. Failure to obtain prior approval for use of human subjects will result in rejection of the thesis or dissertation by the DHM department and the OSU Graduate College.

Conducting the Research or Design

Once the research or design proposal has been approved by the student's advisory committee and the Institutional Review Board, the student must follow the procedure outlined in that proposal. If subsequent events necessitate that the procedure be changed **in any way**, members of the student's advisory committee should be consulted. If those changes will affect the manner in which human subjects are contacted, treated or surveyed, or impact the anonymity or confidentiality of the subjects, IRB approval of the altered procedure also will be necessary.

Students should enroll in DHM 5000, 5010 or 6000 while conducting their research or design thesis. In general, each credit of enrollment in these courses entitles the student to meet 30 minutes per week with his/her graduate advisor as needed, and represents no less than three hours of concentrated independent work per week.

Writing the Thesis or Dissertation

When writing a report of research or design activity, graduate students must conform to guidelines expected by the graduate college. Thesis and dissertation templates and other relevant information can be found by following the link: <http://gradcollege.okstate.edu/tdg>. An ultimate goal of graduate research or design is to enable students to professionally publish or exhibit their results. Therefore, students should write or otherwise present their research in a style that is compatible with the probable scholarly outlets for their manuscripts or designs. As indicated in the website the student and his/her Advisory Committee may determine the style, number of chapters and sequence to be used in preparing a research thesis or dissertation. Below are outlines for organizing the contents of a research thesis or dissertation in traditional versus manuscript format.

Research Thesis or Dissertation: Traditional Format

TITLE PAGE

ACKNOWLEDGEMENTS

TABLE OF CONTENTS

LIST OF TABLES (if appropriate)

LIST OF FIGURES

CHAPTER 1. Introduction

- Introduction of the problem situation and theoretical context,
- Purpose of the current research,
- Objectives, research or design questions to be addressed,
- Delineation of the theory and theoretical propositions to be tested,
- Statement of specific research hypotheses or questions derived from the theoretical propositions, and
- Assumptions and limitations of the research.

CHAPTER 2. Review of Related Literature

- Historical background of the problem area,
- Recent research or developments in the problem area,
- Delineation of alternative theoretical perspectives or explanations relevant to the problem area,
- Summary of the body of knowledge in the problem area, and
- Relationship of the current study to the existing body of knowledge.

CHAPTER 3. Procedure or Methodology

- Restatement of questions and/or hypotheses to be addressed,
- Description of the general research process (i.e., experimentation, survey, etc.),
- Sampling process (selection of subjects, materials, etc.),
- Instrumentation (the development of tests, observations, scales, or questionnaires used to collect data),
- Methodological steps in the data collection process,
- Pilot testing of instruments and/or methodology,
- Procedures used for data analysis, and
- Assumptions and limitations of the procedure(s).

CHAPTER 4. Results

- Collected data, reported in relation to each research question or hypothesis, and
- Collected data delineated, when appropriate, in tables or charts.

CHAPTER 5. Discussion of the Results

- Findings discussed in relation to theory, and
- Findings related to the existing body of knowledge, as was delineated in Chapter 2 of the thesis or dissertation.

CHAPTER 6. Conclusions and Implications

- Synopsis of the statement of the problem, procedure and findings,
- Conclusions presented concerning the significance of the findings and implications for the discipline, and
- Recommendations concerning the methodology or focus of future studies, and/or application of the results.

REFERENCES

APPENDICES

Cover letter (in case of survey),

Questionnaire (in case of survey), and

IRB approval letter.

VITA

ABSTRACT

Research Thesis or Dissertation: **Manuscript Format**

Students are encouraged to modify the above traditional organization of the thesis or dissertation into an alternative manuscript format. Under the manuscript format, the Results and Discussion of Results sections (Chapters 4 and 5) are replaced by one or more finished manuscripts, appropriate for immediate submission to a scholarly journal. Results, tables, charts and discussions not to be included within these manuscripts are located within an appendix to the thesis or dissertation.

TITLE PAGE

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- Delineation of the theory and theoretical propositions to be tested,
- Statement of specific research hypotheses or questions derived from the theoretical propositions, and
- Assumptions and limitations of the research.

CHAPTER 2. Review of Related Literature

- Historical background of the problem area,
- Recent research or developments in the problem area,
- Delineation of alternative theoretical perspectives or explanations relevant to the problem area,
- Summary of the body of knowledge in the problem area, and
- Relationship of the current study to the existing body of knowledge.

CHAPTER 3. Procedure or Methodology

- Restatement of questions and/or hypotheses to be addressed,
- Description of the general research process (i.e., experimentation, survey, etc.),
- Sampling process (selection of subjects, materials, etc.),
- Instrumentation (the development of tests, observations, scales, or questionnaires used to collect data),
- Methodological steps in the data collection process,
- Pilot testing of instruments and/or methodology,
- Procedures used for data analysis, and
- Assumptions and limitations of the procedure.

CHAPTER 4. Manuscript #1

This chapter is a completed manuscript ready for immediate submission to a scholarly journal. Therefore, the format of this chapter should follow target journal's guideline for authors.

CHAPTER 5. Manuscript #2 (optional, in case more than one manuscript is developed)

This chapter is a completed manuscript ready for immediate submission to a scholarly journal. Therefore, the format of this chapter should follow target journal's guideline for authors.

CHAPTER 6. Conclusions and Implications

- Synopsis of the statement of the problem, procedure and findings,
- Conclusions presented concerning the significance of the findings and implications for the discipline, and

- Recommendations concerning the methodology or focus of future studies, and/or application of the results.

REFERENCES

APPENDICES

Cover letter (in case of survey),

Questionnaire (in case of survey),

IRB approval letter, and

Additional results, tables, charts and discussion not included with manuscript.

VITA

ABSTRACT

Design Thesis Format

Because the design thesis includes an exhibition of their design work, in addition to the written report, the requirements for the written portion of the project differ from those of the research thesis. Below is an outline of the expectations for a design thesis:

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- Approximately 10 pages, and

- Previous literature, blue prints, photographs, illustrations, artifacts, etc. that are relevant to current study (design).

CHAPTER 3. Methodology: Summary of the Creative Process

- Approximately 3 pages that describe creative process in detail.

CHAPTER 4. Results: Illustrations and Explanations

- Not to exceed 40 pages,
- Each 8 ½ x 11 page will feature one illustration, plus the explanation for that figure. (The Results section is not to be written in an ongoing dialogue format, consisting of multiple paragraphs. All illustrations must conform to the same formatting guidelines as outlined within the current OSU Thesis and Dissertation Handbook.)
- Figures will be accompanied by brief explanations of the significance of what is being illustrated to the design problem.

CHAPTER 5. CONCLUSIONS AND IMPLICATIONS

- Approximately 3 pages

REFERENCES

APPENDICES (as needed, if above page limitations are too restrictive)

- Additional discussion of related work (optional),
- Additional discussion of creative process (optional), and
- Additional discussion of results (optional).

VITA

ABSTRACT

Defending the Thesis or Dissertation

After the thesis or dissertation has been written, a final draft must be prepared and signed by the graduate advisor, indicating his/her approval. Persons producing a thesis or dissertation must submit one advisor-approved draft manuscript, along with an abstract, to the Graduate College for format review. The format review copy must be submitted to the Graduate College no later than the stated deadline date (See Graduate College Academic Calendar).

Copies of the thesis or dissertation also must be distributed to members of the student's advisory committee, **at least 10 business days** prior to the thesis or dissertation defense. Members of the advisory committee should not be expected to read a manuscript nor attend a defense meeting during university holidays or other vacation periods. Many DHM faculty are not employed by the university during the summer, and therefore are not required to be available for advising or attending committee meetings during that time period.

It is the graduate student's responsibility to establish a 2-hour defense meeting time that is compatible with the schedule of the student and all committee members, to reserve an HSci conference room for that activity, and to publicly announce the defense date, time and location. The graduate advisor will chair the defense meeting. The initial reporting portion of the meeting is open to any member of the OSU faculty or any graduate student who may desire to attend.

During the defense, the graduate student will be asked to give a brief oral presentation (20-30 minutes) concerning the problem; procedure, results and implications of his/her research or design. Various visual aids should be used to convey this information in an organized and professional manner. Thereafter, guests will leave and the graduate advisor will open a discussion of the research or design among the members of the advisory committee. The graduate student will have the opportunity to orally defend what was done and the rationale behind related decisions.

As part of the defense, the advisory committee members often make recommendations for revision of the thesis or dissertation. In addition, the Graduate College may require changes in the formatting of a thesis or dissertation manuscript. It is the student's responsibility to note and comply with these required revisions. It is the graduate advisor's responsibility to insure that all required and recommended revisions are satisfactorily completed.

At the conclusion of the oral defense, the student will recess from the room while the committee

deliberates concerning a final evaluation. The specific outcome agreed to by the advisory committee requires the approval of the graduate advisor with no more than one dissenting vote from other advisory committee members. The committee usually will respond in one of the following ways:

- **Pass:** The advisory committee accepts the thesis or dissertation. Minor editorial or design modifications usually are required.
- **Conditional Pass:** The advisory committee accepts the thesis or dissertation, subject to completion of corrections or deficiencies specified by the Advisory Committee.
- **Conditional Failure:** The advisory committee does not accept the thesis or dissertation. The student must revise the work, complete additional data collection or design work, re-analyze the results, and/or complete remedial courses or other activities, as specified by the advisory committee, and subsequently reschedule a second oral defense.
- **Failure:**
The advisory committee does not accept the thesis or dissertation. The student is not given an opportunity to revise the work, nor to reschedule a second defense, and will be dismissed from the program.

The OSU Graduate Council recommends that in decisions resulting from a vote of a graduate student's advisory committee (e.g., candidacy exam, final thesis defense, signing a dissertation, etc.), a positive result occurs (i.e., passing an exam or final approval of a thesis/dissertation) when the advisor votes in the affirmative and no more than one member of the committee dissents.

If a second defense is to be scheduled, it may occur no sooner than 2 months after the first defense. Within the DHM department, graduate students may schedule a maximum of **three** defense meetings. If within these meetings the student is unable to pass the defense, the student will be dismissed from the program. For persons completing a research thesis or dissertation, advisory committee members will indicate their evaluation of the defense on the Thesis/Dissertation Defense Results form, which is available from the Graduate College. The student should obtain this form, complete the top portion, and bring the form to the defense meeting. The graduate advisor will submit the form to the Graduate College immediately after the defense. Additionally, the student should bring to the meeting 3 copies of the thesis or dissertation approval page. If the advisory committee gives a passing evaluation, members of the committee may choose to sign the approval page at the conclusion of the meeting. Some committee members may prefer to read the corrected version of the thesis or dissertation before signing the approval page.

For persons completing a design thesis, a successful defense of the written portion of the project will be followed by a one-week physical exhibit of the work, to be held at a time and place approved by the

advisory committee. (If revision of the work is required by the advisory committee, scheduling of the exhibit must be delayed until the committee is satisfied with the quality of the design results.) The student and graduate advisor should come to the thesis defense with possible exhibit sites and dates. This exhibit should open with an oral presentation by the student, delineating the problem, process, outcomes and implications of the design work. At the conclusion of the exhibit, the student should obtain signatures of the advisory committee on the Thesis/Dissertation Defense Results form and the 3 copies of the thesis approval page.

Submission of the Thesis or Dissertation to the Graduate College

OSU graduate students need to submit one electronic file of the final thesis or dissertation in PDF format. Students are advised to check with the Graduate College website to ensure that they have the latest information about any recent modifications to the process. For deadlines and online submission, refer to <http://gradcollege.okstate.edu/tdg>. All graduate students must attend Thesis/Dissertation Format Review Workshop. Workshop schedule is posted to Graduate College Website at <https://gradcollege.okstate.edu/>

In addition, the student must submit to the Graduate College (a) one paper copy of the approval page with all original signatures and the student's name and CWID number entered at the top of the page; and (b) two signed abstracts on OSU thesis bond paper. The templates for the hard copy approval page and abstract can be found at <http://gradcollege.okstate.edu/content/thesis-and-dissertation-templates> Copies must be received no later than the stated final deadline date (see the Calendar at <http://gradcollege.okstate.edu/graduate-college-academic-calendar>).

Master's students will receive the link to submit their thesis within 2 business days after the graduate college receives their defense results. OSU participates in the National Survey of Earned Doctorates, therefore all doctoral students must complete the survey before they receive the link for uploading their dissertation.

Graduation Checklist

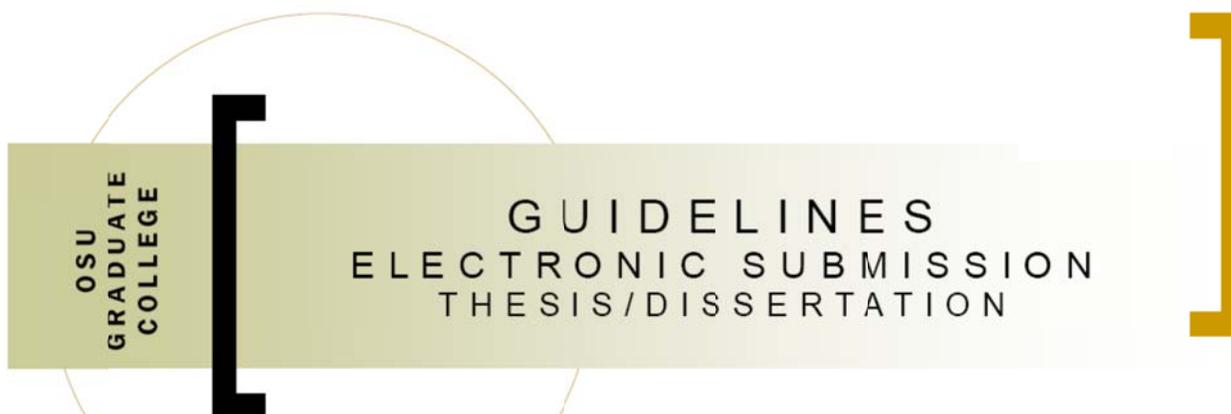
By deadline stated in the Graduate College Academic Calendar, the student should download a Graduation Clearance for Graduate Students form from the Graduate College (http://grad.okstate.edu/sites/default/files/Grad_Clearance_form_0.pdf), complete the form in consultation with the graduate advisor and return the completed form to the Graduate College. After this, Diploma applications are filed online using the Student Information System (SIS). Login to SIS and select the

'Diploma Application' option located under the Student Records menu. Completing this application initiate the process that assures that the student's name appear in the commencement ceremony program and be eligible for graduation.

Furthermore, if the Plan of Study which was earlier submitted to the Graduate College differs from the coursework actually completed, then a revised plan of study must be submitted to the Graduate College at the beginning of the semester of graduation. Changes to the Plan of Study are made on a copy of the original (located in the student's DHM office file), and signed by the graduate advisor. If the student will participate in commencement ceremonies, a cap, gown and hood must be obtained from the Student Union Bookstore.

Juried Publication, Presentation and/or Exhibition

DHM students are encouraged to continue to strengthen their professional credentials by publishing, presenting and/or exhibiting the results of their research or design within juried outlets. Professional dissemination of results must carry the names of all persons who made significant contributions to the research or dissemination efforts. (It is not necessary to include the names of all members of an advisory committee, but only the names of those individuals who may have contributed assistance during the research or design process above and beyond the usual expectations for advisory committee membership.) Specific responsibilities of the student and faculty, in regards to the publication, presentation and/or exhibition of results, are delineated on the Professional Scholarship Agreement form, which was signed when a graduate advisor was selected. If a student does not submit the results of his/her scholarly work for juried dissemination within the 6 months following the advisory committee's signature of the thesis or dissertation title page, the student's graduate advisor gains the right to submit the material as desired. If the student indicates no interest in personally developing material for dissemination when contacted after 6 months, or if the student cannot be located, the graduate advisor will be identified as the primary author when the results are published or presented, and the student becomes the secondary author.



Draft copy submission is required in paper form. The student must follow the format guidelines in the Thesis/Dissertation Handbook which can be downloaded at:
<http://gradcollege.okstate.edu/student/thesis.htm>

The final copy of the thesis/dissertation must be in one complete file and must be in PDF format. Acrobat Adobe 6.0 Professional or later should be used.

Font must be either Times New Roman or Arial. Images should be saved as JPEG files and inserted into the document by using "Insert" from the menu bar in Word, then "Picture From File." All attachments must be embedded into the one document before the document is submitted.

Scanned documents should be scanned with settings at least 300 dpi in Line Art or Grayscale and saved as a JPEG file, inserted into thesis/dissertation using above instructions.

Institutional Review Board (IRB) approval letters should be scanned and inserted in the document.

The abstract should be added as the last page behind the Vita, with no page number. Type your Advisor's name on the Advisor's Approval line.

Type the Graduate Dean and Committee Member names on the Approval page of the electronic copy. The Graduate Dean's name should appear as "A. Gordon Emslie". If Dr. is used for one name, a similar title must appear on all names.

Submit on the website. The URL for online submission is made available to the student when the completed and signed Result of Oral Defense form is received in the Graduate College.

Students must submit one approval page with original advisory committee signatures on OSU thesis bond paper. Student Name and ID # must appear at the top of this paper copy, but should not appear on the electronic submission page.

Students must submit two abstracts to the Graduate College with original Advisor signatures on OSU thesis bond paper.

OSU Graduate College

Michael Heppler, Assistant Director
 Student Academic Services
 202 Whitehurst
 Stillwater, OK 74078

Phone: 405-744-6368
 Fax: 405-744-0355
 E-mail: michael.heppler@okstate.edu

Ph.D and Ed.D. students must complete the Survey of Earned Doctorates form when they submit the final copy of their thesis/dissertation. The form is available in the Graduate Office.

If you have questions, please contact Michael Heppler in the Graduate College at 202 Whitehurst or 744-6368.