



Jackson College of Graduate Studies

Thesis Packet

405.974.3341

[gradcoll@uco.edu](mailto:gradcoll@uco.edu)

## **THESIS DEFENSE AND PUBLICATION**

- 1) Complete *Thesis Abstract Document*
- 2) Schedule *Public Thesis Defense* with Jackson College of Graduate Studies. The thesis scheduling form and Abstract document must be submitted to the JCGS (Ms. Lana Canale – [lc anale@uco.edu](mailto:lc anale@uco.edu)) at least two weeks before defense to allow them time to appoint a Graduate Council Representative to attend.
- 3) Publicly defend thesis.
- 4) Submit original title page, signature page, and abstract to JCGS no later than the last day of classes in the term you plan to graduate
- 5) Submit two printed copies of thesis to the Archives and Special Collections in the Chamber Library (2<sup>nd</sup> Floor, room 215). Each copy costs \$10.00 to bind. Fill out Thesis Deposit Form.
- 6) Submit electronic copy in PDF format to <http://www.dissertations.umi.com/uco>. You must scan a signature page and include this in the electronic copy.

## Thesis

Some graduate programs require a master's thesis. Students completing a thesis must follow the instructions of their thesis committee concerning the development and preparation of their thesis. Additionally, thesis students must comply with the JCGS and the Max Chambers Library requirements as explained below. Additional information is in the *Academic Regulations & Graduation Requirements* section of the Graduate Catalog and also on the UCO Graduate website, at <http://www.uco.edu/graduate/current/thesisprep.asp>.

## Thesis Committee

Students should consult their graduate program advisors early in their master's programs for requirements regarding thesis committee and thesis preparation.

Once a student's thesis committee has been formed, the student must submit a signed copy of the **Graduate Thesis Committee Form** to the Jackson College of Graduate Studies. Students can obtain this form from their program department or from the JCGS website at <http://www.uco.edu/graduate/forms/index.asp>.

## Thesis Hours

The maximum number of thesis hours which may be applied toward any graduate program is six (6) except for the MFA in Design which is twelve (12). Once enrolled in thesis hours a student must remain continuously enrolled in thesis hours during each fall and spring semester until full completion of all thesis requirements have been met.

## Thesis Grading

Thesis hours completed during the development and preparation of a thesis prior to its final completion will be assigned an "X" grade and will contribute to the "Hours Attempted" and "Hours Earned" section of the student's transcript. The "X" grade will not, however, contribute to the graduate GPA.

Once the thesis is completed, the thesis committee chair will assign a Passing or Failing ("P" or "F") grade. While a grade of "P" will not contribute to the Graduate GPA, an "F" grade will contribute to the overall graduate GPA and will prevent the student from graduating.

## Timing of Thesis

Any student who has completed all course work must complete his/her thesis within two academic years beginning with enrollment in the first thesis course. Any exception request to extend beyond two years must be made in writing to the graduate dean.

## Public Thesis Defense

A graduate student who submits a thesis must publicly defend his/her thesis with a representative from the Graduate Council and an appropriate faculty member present. The "Thesis Scheduling Form" can be downloaded from our website, saved to your device and emailed to [icanale@uco.edu](mailto:icanale@uco.edu) to schedule a Graduate Council Representative. The JCGS must have at least **two-week's notice** to schedule a Graduate Council Representative for your public defense.

Submit both a **Thesis Abstract** (see Thesis Abstract description below) and the **Thesis Scheduling Form** to [icanale@uco.edu](mailto:icanale@uco.edu).

## **Abstract**

The student is required to prepare an Abstract for faculty use in his/her thesis defense. The intent is to cause the thesis student to verbalize his/her rationale for key research decisions and thus to assist him/her in defending those rationales before his/her committee. The document must include:

1. Statement of the Problem or Issue
2. Brief Summary of the Literature
3. Thesis Statement
4. Statement of the Research Methodology. Examples of Qualitative Analysis, most applicable to studies of small groups, whole populations, or non-repetitive or non-repeatable phenomena include but are not limited to: Case study, participant observation, narrative, biography, focus group, textual and contextual, qualitative theory, philosophical and artistic. Examples of Quantitative Analysis, most applicable to studies of population samples and to repetitive or repeatable phenomena include but are not limited to: Scientific, survey, quantitative theory, statistical, and predictive.
5. Brief Summary of Findings
6. Confirmation, Modification, or Denial of Thesis
7. Statement of the Significance of the Findings
8. Suggestions for Future Research

A student presenting a thesis in partial fulfillment of the requirements for the Master of Arts degree in English with a major in Creative Writing shall follow an alternative form in preparing his/her Abstract, which must include the following elements:

1. Description of the Form or Genre of the Creative Project
2. Summary of Relevant Creative Work by Other Artists in the Genre of the Creative Project
3. Statement of the Objectives of the Creative Project
4. Identification of Major Creative, Conceptual, or Technical Challenges Posed by the Creative Project
5. Description of Strategies Employed to Meet the Major Creative, Conceptual, or Technical Challenges Posed by the Creative Project
6. Statement of the Significance of the Creative Project and of Its Implications for the Field

## **Thesis Format Requirements**

A candidate completing his/her thesis for his/her master's degree must submit the original title page, signature page and abstract page to the JCGS **no later than the last day of classes** in the same term they plan to graduate. These documents **must** be on file in the JCGS to graduate.

## **Submission Requirements for Thesis**

Following successful public defense of thesis, students must submit the thesis in **both** paper and electronic formats. For additional information, contact the Graduate Program Specialist, at (405) 974-2527.

## 1. Paper Submission Process

- a. Each student completing a thesis for the master's degree program must submit two (2) copies of his/her thesis for binding to Archives & Special Collections in the Max Chambers Library.
- b. The primary responsibility for content, form and style of the thesis rests with the student's thesis committee members. The student is responsible for the complete and accurate collation of the thesis before submitting it to the library for binding.
- c. Both copies of the thesis must be presented with an original signature page signed by all members of the thesis committee, in white 25% - 100% cotton or rag paper and not bound or punched.
- d. After the thesis returns from the bindery, one copy will be placed in the Archives Thesis collection for reference only, and the second copy will be forwarded to the academic department which supervised the work. A full text, electronic version of your thesis, will be made available through the UCO Chambers Library online catalog.
- e. It takes approximately two months for the binding process to be completed. Students may pickup their additional copies in the Archives & Special Collections Monday through Friday from 8:30 am to 4:30 pm.

## 2. Electronic Submission Process

After a successful public defense of the thesis, students must submit one electronic copy of the thesis to <http://dissertations.umi.com/uco>. The electronic copy must be the same, content and pagination, as the paper copy submitted for binding. Instructions are available at the above referenced website.

For additional information on the electronic submission process, contact the Max Chambers Archives & Special Collections at (405) 974-2882 or visit their website at: <http://library.uco.edu/services/thesis.cfm>

Thesis Costs	
\$20.00	Cost for binding two hard copies of thesis, paid by cash or check at Archives and Special Collection Department at the Library (2 copies @ \$10 each)
\$20.00	Total Required Costs
Optional Thesis Costs	
\$10.00 paid by check or cash.	Cost per copy for additional student-requested copies of Thesis.
\$65.00	Costs to have thesis registered with US Copyright Office (Optional, made with credit card payment on the ProQuest website).
\$5.00	Mailing fee if you wish to have your copies mailed.



**University of Central Oklahoma**  
**The Joe C. Jackson College of Graduate Studies**  
**Thesis or Project Form**

Student Name: \_\_\_\_\_ Student ID Number \* \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Graduate Program/Major: \_\_\_\_\_

Graduate Advisor's Name: \_\_\_\_\_

Title of Thesis or Project: \_\_\_\_\_

\_\_\_\_\_

Members of Thesis or Project Committee:

(Signatures)

\_\_\_\_\_  
Committee Chairperson (sign & print name)

\_\_\_\_\_  
sign & print name

\_\_\_\_\_  
sign & print name

\_\_\_\_\_  
sign & print name



# Jackson College of Graduate Studies

Please allow at least two (2) weeks to schedule a Graduate Council Representative for your Thesis Defense. Be sure to include an Abstract of your Thesis so that the appropriate Graduate Council Representative can be scheduled for your public defense. Thank you.

Download and fill out the form below. Save it to your device and email it to:  
Ms. Lana Canale, Manager for JCGS  
lcanale@uco.edu  
405.974.3494

## Thesis Defense Scheduling Form

### Public Defense of Thesis

Student's Name: \_\_\_\_\_

UCO Student ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Thesis Committee Chairperson: \_\_\_\_\_

Thesis Defense Date: \_\_\_\_\_

Thesis Defense Time: \_\_\_\_\_

Thesis Defense Location: \_\_\_\_\_

Thesis Abstract: Please see requirements on page 26 of the catalog. Available here:

<http://www.uco.edu/graduate/catalog/index.asp>

I have met with my Thesis Committee Chair and confirmed information above with my Thesis Committee.

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# Information for Students Completing a Master's Thesis

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## Thesis Deposit Guidelines for University of Central Oklahoma Graduate Students

(For the most current information go to <http://library.uco.edu/services/thesis.cfm>)

- ▶ Students completing a thesis for a master's degree program must submit **two (2)** paper copies of their thesis for binding to the **Archives & Special Collections in the Chambers Library located on the 2<sup>nd</sup> floor, room 215**. In addition to the paper copies students **MUST also submit an electronic copy of their thesis in PDF format** at the following web address: <http://www.dissertations.umi.com/uco>. Students will not be cleared for graduation until the 2 paper copies **and** the online version of their thesis have been properly submitted. All copies, the electronic and 2 paper copies must be submitted by 5:00 p.m. on the last day of the semester. For the spring and fall semester this is usually the Friday of finals week.
- ▶ All theses must be presented with an **original signature page** signed by all members of the thesis committee, this **includes the online submission**. The online submission should be an exact replica of the paper copy turned into the Archives. The two (2) required paper copies must be submitted on white 25% cotton or rag paper, printed on single side and should not be bound or punched.
- ▶ The cost for binding is **\$10.00** for each hard copy. For students wanting additional copies bound for personal use the cost is the same, \$10.00. The fee for binding must be paid by cash or check to the UCO Archives and Special Collections when the thesis is dropped off.
- ▶ There is no longer a fee to submit the electronic copy of your thesis to UMI Publishing. During the online submission process, you will also have the option to request that UMI Publishing file for copyright on your behalf. If you choose this option there will be an additional fee payable via credit card during the online submission process. Complete instructions for the online submission process along with a PDF converter can be found at: <http://www.dissertations.umi.com/uco>.
- ▶ Your online submission will need to **include a signed signature page**. This can be accomplished by scanning a copy of the signed signature page and inserting it into your thesis document. Should you need assistance with this process we are available to help in the Archives, Monday-Friday from 9:00-5:00, call 974-2882 to schedule an appointment. UMI will immediately notify the Graduate College and the Archives by email when your thesis has been submitted.
- ▶ A full text electronic version of every thesis in PDF format will be made available through the Chambers Library online catalog with the exception of theses that have been embargoed. For theses that have a 6 month, 1 year, or 2 year embargo the Library catalog will include a record of the thesis but will withhold providing a link to the full text until the embargo has expired. A paper copy of all theses will be cataloged into the Archive Master's Theses Collection and made available for reference only. This includes theses that have been embargoed.
- ▶ The primary responsibility for content, form and style of the thesis rests with the student and the student's thesis committee members. The student is responsible for the complete and accurate collation of the thesis before submitting them to the library for binding.
- ▶ The Archives will accept theses Monday through Friday from 8:30am until 4:30pm.
- ▶ After the thesis returns from the bindery one thesis will remain in the Archives Master's Theses Collection and one copy will be forwarded to the academic department that supervised the work.
- ▶ For an additional fee, the library will return your personal copies by mail. The fee for mailing is \$5.00 per copy and must be paid, by check or cash, to the Archives & Special Collections when the copies are submitted for binding.
- ▶ A Binding Receipt Form must be filled out when the theses are brought to the library for binding. A library staff person will record the amount received for binding and mailing, give you a projected completion date, ask you to sign the form and provide you with a copy to keep as your receipt.
- ▶ It takes approximately two months for the binding process to be completed. We will make an effort to contact the student when the thesis returns from the bindery. However, if sufficient time has passed and you have not received a call please check back with us. You may pick-up any additional copies ordered in the Archives & Special Collections, Monday through Friday from 8:30am to 4:30pm.

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**For additional information contact the UCO Archives & Special Collections at 405-974-2882**

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# Thesis Deposit Form

Last Name:

First Name:

Authors Name (should be the official name on University record):

\_\_\_\_\_  
Last Name First Name Middle Initial

Department Supervising Thesis: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact phone numbers (in the event of problems/questions): \_\_\_\_\_

Title of Manuscript: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has any part of your thesis been published?  No  Yes, If yes please list the name of the publication below.

Shipping Address:

\_\_\_\_\_  
Street Address City/Town State Zip Code Country

Additional Instructions: \_\_\_\_\_

Quantity	Thesis Copies	Unit Price	Total
2	Copies to be retained by the University	\$10.00	\$20.00
	Additional personal copies	\$10.00	
	<b>TOTAL NUMBER OF COPIES DEPOSITED</b>		
<ul style="list-style-type: none"> <li>▶ The fee for binding is <b>\$10.00</b> for each copy and must be paid by <b>cash or check</b> to the <b>UCO Archives &amp; Special Collections</b> when the thesis are delivered</li> <li>▶ It takes approximately two months for the binding process to be completed.</li> <li>▶ You may pick-up your personal copies in the Archives/Special Collections Monday - Friday between the hours of 8:30am and 4:30pm.</li> <li>▶ At the students request we will ship bound thesis for \$5.00 per copy. Shipping fees can be paid with cash or check, make check payable to <b>UCO Archives/Special Collections</b>.</li> <li>▶ We will attempt to notify you when your copies are completed. Please check back with us if you have not received a call by the estimated completion date.</li> </ul>		<b>Shipping</b>	
		<b>Subtotal</b>	
		<b>Paid</b>	
		<b>Balance Due</b>	

Archives/Special Collections  
Chambers Library, Rm. 215  
Box 192  
100 N. University Drive  
Edmond, OK. 73034  
  
Phone: 405-974-2882  
Fax: 405-330-3430

**I certify that my thesis is my original work and does not  
infringe or violate any rights of others.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY**

Date Returned from Bindery: \_\_\_\_\_ Date Pick-up/Shipped: \_\_\_\_\_

Special Note: