

- **THESIS/DISSERTATION
PREPARATION**

- **SCHEDULING OF THE FINAL
EXAMINATION**

FOR *ALL STUDENTS* IN
MASTERS/DOCTORAL PROGRAMS

SCHOOL OF GRADUATE STUDIES
MEDICAL COLLEGE OF GEORGIA

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FOREWARD

This official brochure has been prepared as an aid to students and faculty in understanding the policies and procedures of the School of Graduate Studies regarding the preparation of the thesis/dissertation and events leading up to the Final Oral Examination (thesis/dissertation defense).

I. CONTACTS FOR HELP

Office of the Dean, School of Graduate Studies – Ms. Marvis Baynham, Office Specialist	CJ 2201 721-3707
Dean, School of Graduate Studies –	CJ 2201 721-3278
Associate Dean for Graduate Programs in Nursing –	EG 1050 721-4710

II. FINAL EXAMINATION CHECK LIST

The following list summarizes the steps needed for the final examination to occur.

- _____ Thesis/Dissertation Approval Form
- _____ Schedule defense date, time and room location
- _____ Send memo for selection of Readers (PhD only) to Dean for approval
- _____ Faculty Agreement Form
- _____ Thesis/Dissertation to the Dean
- _____ Ask for mailing labels to be printed in Dean's office for announcement, which student prepares and mails
- _____ Defense
- _____ Following the Defense, three copies of the thesis/dissertation to the Dean on Crane's Thesis paper along with:
 - _____ Binding form with check for extra copies
 - _____ UMI form with Abstract, Title Page, and check (mandatory for PhD)
 - _____ Survey of Earned Doctorates form (PhD only)

III. PREPARATION OF THESIS/DISSERTATION

In the preparation of a thesis/dissertation, the student must realize that neatness and correctness in form, as well as accuracy and soundness of research, are all important. This brief guide is intended to assist the student in the preparation of an acceptable manuscript. Because many questions relating to form and style are not addressed in this guide, it must be supplemented by one of the published writers' manuals* or by the editorial policy of a national journal in the student's major field.

- *For MSN and MHE candidates:*
*American Psychological Association. (2002). Publication Manual of the American Psychological Association (5th Ed.). Washington: American Psychological Association.
- *For Biomedical Sciences candidates:*
*Council of Biology Editors Style Manual: A Guide for Authors, Editors, Sciences. (6th Ed). (Council of Biology Editors; 1994).

*The use of other style manuals may be permitted upon approval of the Dean prior to beginning to write the thesis/dissertation.

In no instance should another thesis/dissertation be used as a guide for the style and format of a manuscript. It is the responsibility of the Major Advisor to see that the student adheres to these policies.

A. FORMATTING REQUIREMENTS

1. Unusual fonts of smaller or larger spacing are not acceptable. Standard fonts, except "script" may be used and must be uniform throughout. The printing must be letter-quality or laser print. Dot matrix or "like letter quality" are not acceptable. If in doubt about the font, a sample should be brought to the School of Graduate Studies for consideration.
2. The Title page and Approval Page must conform to the style of the sample pages contained in this booklet (see Sample pages 25 and 26).
3. Margins on all copies must be uniform. The first page of each chapter, Table of Contents, List of Figures, List of Tables, Acknowledgement, Bibliography, etc., must have margins of:

2 inches at the top
1 ½ inches at the left
1 inch at the right and bottom

All pages with a 2-inch top margin must have the page number at the bottom center of the page. There must be a double space between the last line of the text and the page number at the bottom of the page. The number at the bottom of the page must not intrude into the 1-inch margin.

4. All other pages must have page numbers at the upper right corner of the page. There must be a double space between the page number and the first line of type. These pages must have margins of:
 - 1 inch at the top
 - 1 ½ inches at the left
 - 1 inch at the right and bottom
5. Forms, questionnaires, etc., used in the preparation of the thesis/dissertation and included in the manuscript, must be designed to comply with the margin guidelines.
6. Landscape pages must be positioned with the heading at the *binding* edge.
7. The beginning of a paragraph at the bottom of a page must contain at least 2 lines. Likewise, a concluding paragraph at the top of a page must contain a minimum of 2 lines.
8. Excessive division of words on the right margin should be avoided. Never divide words between pages.
9. Illustrations, Tables, Figures, etc., must not be larger than the space within the margins. Tables which are larger than the ordinary page must be reduced or folded to come within the margins so they will not be sheared off in binding. The page number for fold-outs must be placed in the upper right corner of the outside of the folded portion, 1 inch from the top and right edges. The page number for reduced pages must be typed after reduction. Illustrations, Tables, Figures, etc. must be numbered in accordance with the student's style manual.
10. The thesis/dissertation must be assembled and the pages numbered as follows:
 - Abstract (not numbered)
 - Copyright page (not numbered)

- The Title page must be followed by the Approval page, neither of which bear a number.

- Introductory pages (Acknowledgement, Table of Contents, List of Figures, etc.) must be numbered in lower case Roman numerals, with the first page being iii or iv if there is a copyright page (since there are 2 or 3 preceding unnumbered pages). Follow item 3 for number placement.

- Any Acknowledgement or Table of Contents should be arranged in accordance with the style manual selected. The text must be arranged in sections in accordance with the style manual, and the pages must be numbered in Arabic numerals. Pages of the Appendices must continue the numbering of the text.

11. Footnotes must follow the style manual selected.
12. A Bibliography must be appended to the thesis/dissertation. The form of the entries should follow the policy of the selected style manual.

B. ILLUSTRATIONS

Illustrations in a thesis/dissertation should be numbered from first to last, consecutively, using Arabic numerals. Each figure should be given a separate number regardless of how they are mounted or whether or not certain figures form a related series. Insertions in an illustration which are explanatory of the illustration may be lettered A, B, C, D, etc., so that they may be identified in the text or legend. The designation "plates" is falling into disuse.

Figures should be placed at the appropriate spot in the text. A legend (*italicized*) should be supplied under the figure or on a facing, unnumbered page. Legends should be concise, yet clearly explain the figure. Photographs of physiological records or roentgenograms should be so named in the legend.

C. TABLES

Tables provide the most effective means for organizing extensive numerical data. Data shown in one form should not be duplicated in another form. For example, data given in a table should not also be shown in a graph. Do not include columns of data that can be calculated easily from other columns. A table should be self-explanatory. Tables are numbered consecutively using Roman numerals and placed appropriately in the text. Each table should have an appropriate descriptive heading (*italicized*).

D. PREPARATION OF ABSTRACT

(Required if thesis/dissertation is copyrighted)

1. The abstract must not exceed 150 words for thesis/350 words for dissertation. It must consist of the briefest possible summary of the thesis/dissertation and the conclusions reached. Explanatory matter and opinion must be omitted.
2. The word "Abstract" must not appear at the top of the page.
3. The title must be arranged as follows:
 - a. typed single spaced
 - b. flush with 1 ½" left margin
 - c. placed 1" from the top of page
 - d. full name of the student typed in UPPERCASE
 - e. title typed in upper and lower case
 - f. name of Major Advisor in UPPERCASE
 - g. triple-spaced between title and first line of text

(Examples of Abstract Title):

- a.
MARY LYNN JONES
The Quantitative Determination of Calcium using EDTA as a Titrant
Under Ultraviolet Light
(Under the direction of JOHN DOE)
- b.
JOAN L. SMITH
The Parent-Child Relationship in Child Abuse
(Under the direction of JANE DOE)
4. The body of the abstract must be double-spaced, continue with margins as above, with 1" bottom margin.
5. Indentation of paragraphs must be the same used in the text.

6. The student should select several key words derived from the title and subject heads and additional descriptive words that will be of value to information retrieval services. The words must be listed 3 lines below the body of the abstract, flush with the 1 ½" left margin (example below).
 - a.
INDEX WORDS: Calcium, EDTA, Ultraviolet Light.
 - b.
INDEX WORDS: Parent-Child, Child Abuse.
7. Do NOT number pages of the abstract.
8. Binding of the abstract is optional. If bound, it should be placed in the front of the manuscript, preceding the Title Page.

E. STRUCTURE OF THESIS/DISSERTATION

1. **STANDARD FORMAL STRUCTURE FOR THESIS AND DISSERTATION**

All new sections begin on a new page with headings having a two-inch top margin, page number to be centered on bottom of page.

TABLE OF CONTENTS

	Page
ACKNOWLEDGEMENTS.....	iii
LIST OF FIGURES.....	vi
LIST OF TABLES.....	vii
INTRODUCTION (OR CHAPTER I).....	1
A. Statement of Problem.....	2

LIST OF FIGURES

Figure		Page
1	<u><i>Photograph of apparatus for column electrophoresis...</i></u>	11
2	<u><i>Photomicrograph showing characteristic shape of tyrosine crystals.....</i></u>	18

If the figure legend in the text is long, only the first sentence need be used. Or, if the first sentence does not quite convey the idea, a concise summary statement of the legend can be presented here. Since figure legends are *italicized* in the text, they should be *italicized* here also.

LIST OF TABLES

Table		Page
I	Schedule of examination days for the coccidian.....	21
II		

I. INTRODUCTION

- A. Statement of the Problem
 - B. Review of Related Literature
-

II. MATERIALS AND METHODS

III. RESULTS

May be a variety depending on procedures employed. May be descriptive and tabular presentations.

IV. DISCUSSION

Discussion of findings with regard to how the data fit with current knowledge and how they enhance the field of study; previous studies; and new contributions. May be done under sub-headings.

V. SUMMARY

A series of concise remarks summarizing experimental findings and conclusions.

VI. REFERENCES OF LITERATURE CITED

All literature cited in the dissertation will be included here. Style should conform to selected style manual.

APPENDIX

Not absolutely required. To include protocol of experiments, figures not included in text, forms. etc.

2. ALTERNATIVE STRUCTURE FOR THE DOCTORAL DISSERTATION

An alternative structure for the body of the doctoral dissertation that incorporates the candidate's first-authored published or accepted manuscripts may be used if the following conditions are met:

- a) The candidate, major advisor, advisory committee and Departmental Chairman must all agree that the alternative structure is appropriate for the candidate.
- b) The candidate must be first author on all manuscripts bundled into the dissertation (should the manuscripts be unpublished, the first authorship of the candidate must be maintained when the manuscript is submitted for publication).
- c) The candidate should be aware that s/he likely will be required to waive copyright claims, since these rights would be held by the particular publishers of the manuscripts.
- d) The number of manuscripts included in the dissertation is not be fixed, but the candidate's advisory committee will maintain responsibility for determining when sufficient work has been accomplished.
- e) Should additional authors (other than the candidate and advisor) be listed on one or more of the dissertation manuscripts, the candidate must provide a detailed summary of the work performed by these other authors. This summary may be provided in the "Acknowledgments" section of the dissertation. Furthermore, a statement must be provided in the dissertation in which the additional authors agree (by their signatures) with the candidate's assessment of their contribution to the manuscripts. If an additional author is another graduate student, that individual must be apprised that such work may not be employed again in another dissertation.
- f) The structure described herein must not be modified; the dissertation should adhere to one or the other of the approved structures.

All margins, font, and other formatting requirements of the standard dissertation structure also apply to the alternative dissertation structure. The Title page, Table of Contents, and all other sections preceding the Introduction should conform to the standard dissertation requirements.

I. INTRODUCTION

- A. Statement of the problem and specific aims of the overall project.
- B. Brief literature review and discussion of the rationale project.

II. PUBLISHED MANUSCRIPTS

- A. First published manuscript
- B. Second published manuscript
- C. Third published manuscript

....and so forth.

III. UNPUBLISHED RESEARCH

IV. DISCUSSION

A brief discussion that integrates the findings of the published manuscripts, papers, and identifies how the goals or specific aims of the project were attained.

V. SUMMARY

A series of concise remarks summarizing experimental findings and conclusions.

VI. REFERENCES OF LITERATURE CITED

All literature cited in the dissertation will be included here. Style should conform to selected style manual.

APPENDIX

Not absolutely required. To include protocol of experiments, figures, not included in text, forms, etc.

3. ALTERNATIVE THESIS STRUCTURE FOR THE MS AND MHE DEGREES

The alternative structure for the masters thesis may be particularly appropriate for the MHE and MS in Allied Health Sciences theses. The candidate, major advisor, advisory committee and Departmental Chairman must all agree that the alternative structure is appropriate for the candidate. The alternative structure is similar to that of a research journal article. It consists of introductory material, the journal article sections, appendices that contain A) a detailed description of the research design, B) the literature review, C) IRB information, if appropriate, and D) any other information necessary, and a bibliography. Each of these components is described below.

INTRODUCTORY MATERIAL

The first page is the Title page, followed by an Abstract, a Table of Contents, a List of Tables, and a List of Figures.

RESEARCH JOURNAL ARTICLE

For a report of a project, the Journal Article portion of the proposal will only go through the Results section. For fulfillment of a thesis, all components will be present.

Introductory section. The first portion of an article is an introductory section that is NOT titled. Typically this section is 2-5 pages in length. This section begins with a paragraph or two of general information in the area to acquaint the new reader with the topic. Next should be a brief review of the most pertinent research in the area to give the reader an understanding of what has been accomplished in this area of research. The next section should be a lead-in to the specific topic studied so that the reader will be able to understand the significance of the present study in relationship to prior knowledge and its practical significance to the field. Toward the end of the introduction, the substantive or research hypothesis should be stated. If there was more than one hypothesis, they should all be listed, and, probably numbered.

Methods section. In this section the methodology used for the study should be described in such detail that another researcher would be able to duplicate the study. The section is written in past tense. Several subsections are likely to be included in this section. Some typical subsections might be: Subjects, Sampling Procedures, Pilot Testing, Measurements, Instrumentation, Research Design, and Procedures. The specific sections are dependent on the type of study that is done.

The subject group must be clearly indicated in the Subjects section. Only specifically designed apparatus needs to be described. Equipment used by other researchers should be documented, but does not need to be described. Tests

that are used should all be documented and briefly described in an appropriate section.

Reliability and validity of tests should also be addressed briefly; it will be addressed at length in the Review of the Literature in an Appendix. Questionnaires, testing instruments, and other materials should be included in an appendix (after the appendix with the IRB materials). A procedures subsection would address such things as number of trials, testing arrangements, and any other details necessary for duplication of the study.

Somewhere in this section, the research design that is being used should be specified and clarified. Often this is done in a subsection titled Research Design. The variables appropriate for the study (predictor and criterion variables for correlational research and dependent, independent variables for comparative research, etc.) need to be stated, and, if necessary, defined. Common terms (such as pre-test-post-test) do not need to be documented, but if some type of unique design was used, the authority from which it was selected should be cited.

Results. The first paragraph of the results section should describe the variables and how they were analyzed (how the hypothesis was tested). It should also describe how the data are presented. Usually, this first paragraph will have some descriptive statistics for each of the variables and an indication of the sample numbers obtained. Raw data should be included in an appendix that would be listed in the Table of Contents, but would not be referred to here since it would not be submitted to a journal for publication with the article.

The next paragraphs should be the main statistical presentation including the answers to each of the hypotheses. There might be subsections if there are a variety of analyses. Tables must be referenced in the body of the article. The body of the article should also have a statement about the statistical findings within the table, though the text and table should not be redundant of each other. The probability value should be stated for important findings with a statement of significance. For instance, "The difference in motion between the two groups was 12, which was significant ($p < .05$) [or ($p = .024$)]." A statistical analysis must be reported for each hypothesis stated in the introductory section of the article.

Discussion. The discussion section should relate the results to the hypotheses in a statement(s) usually called the "conclusion" statement (s). There should be one conclusion for each hypothesis, though some hypotheses may require a two or three part statement. The conclusions should be a generalization of the statistical findings to the population under investigation, but caution must be used against over generalization. The conclusion is stated in the present tense and should not include technical terms such as statistical jargon or the word "significant."

Following the conclusion statement(s), the findings of the study should be related to the findings of other researchers. If the findings contradict past

research, the researcher may present some tentative explanations, based on the literature. Interpretations that may be drawn from the data analysis also should be made here, including implications of the findings for practice or the work setting. The researcher may attempt to add meaning to the data analysis by indicating any interpretations or insights that appear pertinent. The final statements should be suggestions for future researchers in the area so that a new researcher might find direction on what is now needed in this area of research.

References. All cited resources, those referred to here and in the Review of the Literature (Appendix B), will be listed in the Bibliography section at the end of the thesis.

Tables and Figures. Include all tables, followed by all figures. Each table and figure should be on a separate sheet of paper and should have a number and a title.

APPENDIX A: RESEARCH DESIGN

Some of the material in this section is redundant of the introductory section of the article section. This section should be able to stand alone. Therefore, the first paragraph should be a short introduction of the topic area to the reader. Then, usually, each of the following sections should be included.

Statement of the problem. The statement of the problem should be either one or two sentences. From the statement of the problem, the reader should be able to tell what the research method was, what the general names are for all the variables under consideration, and what, in general terms, was the population under study.

Definitions of terms. All of the terms that are in the statement of the problem need to be defined either by citing an authority or by offering an operational definition (how the candidate has chosen to define the variable for this study). Terms other than those used in the statement of the problem may also need definition. Do not define terms that the average discipline specific reader would be expected to know unless that term is used with a unique meaning. Having this section after the statement of the problem and before the hypotheses allows the candidate to define terms before the hypotheses are stated. Definitions should be written in complete sentences and are often documented.

Delimitations. The delimitations are an opportunity to indicate any restrictions made on the study. Delimitations may be considered a description of the scope of the study. The subjects and variables under investigation should be

delimited first. For instance, the term “patients” might be defined as individuals who were treated at clinic X between October and December of 2002.

Limitations. In the limitations section the researcher describes any aspects of the study which either were not controlled by the investigator or were impossible to control in this investigation.

Hypotheses. The hypothesis(es) tested, the null hypothesis, should be stated in this section. This may be the same statement as in the article, or it may differ depending on the complexity of the analysis. If there is a difference, the statement in this appendix will be more complete than the statement in the article.

There should be a hypothesis for each aspect of the statement of the problem. The hypothesis should be stated so that the research method is clear, the subject population is clear, and the variables are clear to the point that the tests used to measure the variables are clearly indicated. The levels of any independent variables should also be stated when appropriate. Remember that a well-written hypothesis must be testable. The level of significance set for the study is usually not mentioned here. It is included in the results section.

APPENDIX B: REVIEW OF THE LITERATURE

The review of the literature is a critical, and some would say the most important, part of the research experience. It is often the most difficult portion of the proposal for the student. The sections within a literature review are dependent on the study being done. Areas such as definitions, a general history of the topic, any measurement issues related to the topic, background information related to the variables, and previous research directly related to the topic are often included. The student and faculty advisor(s) should have decided early in the project what topics should be included in this section. This decision gives direction to the time-consuming task of library searching. Knowing the areas that must be covered in the literature review will guide the search and allow the student to select and discard articles for their pertinence to the study.

Often the first section of the review is a general section that includes an attempt to define the terms that the researcher will be using from a historical to a current perspective. A common error is to have each paragraph address a separate study. The challenge of the literature review is to synthesize information from a variety of sources. Writing should be in the past tense and should be interesting to the reader. The literature may be criticized and studies evaluated within this section. In this section, the author is putting information together from many sources to support the line of study of the research.

Another area commonly included is information related to the measurement that is being used. Background related to the test or instrument and reliability and validity data about selected methods should be reported.

Additionally, the author defends why the methods were selected over other available tests.

Critical research in the area must also be reviewed. This often represents the bulk of the literature review. Again, synthesis, not research abstracting is the goal. In this area the methods of previous research studies is often scrutinized.

The last paragraph of this section should be a summary paragraph that presents a brief review of all of the literature.

APPENDIX C: IRB INFORMATION

This appendix will include the IRB materials (application for review), which will include the informed consent form. The information to be included here is clearly defined in the MCG Human Assurance Committee booklet.

ADDITIONAL APPENDICES

The candidate may include any additional information pertinent to the study in additional appendices. Some items that that might be included are raw data, questionnaires, or detailed instructions (for exercises, measurements, or procedures), budget and a time line or schedule. There may be other items, or there may be no additional appendices.

BIBLIOGRAPHY

List of references. Use APA format for the bibliographic entry of cited works. The candidate should be very cautious using the Internet as a reference. Anyone can put anything on the Internet. Citing the Internet gives no credibility in and of itself. If there is an Internet resource, it is best to go to some other sources to validate it. The Internet is a powerful tool, but should not be depended upon without other validation of the information.

IV. FINAL ORAL EXAMINATION AND SCHEDULING

The student must adhere to the following schedule leading to the Final Oral Examination (thesis/dissertation defense). This will provide time for adequate review by the Advisory Committee and the Dean.

Minimum Number of Weeks Before Expected Date of Graduation*

- 8 - Distribution of draft of thesis/dissertation to Advisory Committee following major advisor approval.

- 6 - Approval of thesis/dissertation by Advisory Committee.
SELECTION OF READERS (Ph.D. Candidates only). It is the responsibility of the Ph.D. candidate and the Major Advisor to meet with the department chairperson to select 2 or 3 readers, the names of whom are sent by the chairperson to the Dean for approval. These readers are external examiners who become members of the advisory committee for the Final Oral Examination and participate and vote. Corrected copies of the dissertation are to be distributed to the readers after approval by the Advisory Committee.
- 5 -Corrected copy of thesis/dissertation to the Dean, School of Graduate Studies and signed Approval Form.
- 5 -Schedule Final Oral Examination.
All students must schedule defenses through the School of Graduate Studies except MSN students. MSN defenses are to be scheduled through the Office of the Associate Dean for Graduate Programs in Nursing (721-4710) only after corrected draft copy and Approval Form are received in the School of Graduate Studies.
- 3 –Final Oral Examination.
- 1 -Final copies of thesis/dissertation to School of Graduate Studies, Room CJ 2201.

*Graduation dates can be found at <http://www.mcq.edu/students/Registrar/GSSEMCAL.HTM> for Summer and Fall semesters, the day after the last day of the semester is considered the graduation date.

V. POLICY ON PROJECTS/SUPERVISED RESEARCH FOR THE MASTERS DEGREE

In order to conform to the policies of the School of Graduate Studies and SACS, the following procedures must be followed by all masters candidates who have elected to defend a Project or Supervised Research rather than a thesis.

- Candidates must have a *minimum of a four person committee* including the major advisor. One member may be other than graduate faculty but they must have an expertise in the area of study.
- A Project Proposal Form/Supervised Research Proposal Form, signed by the committee, must be submitted *before* the project is undertaken.

- C.A.U.R.E./Human Assurance approvals, if appropriate.
- When the project/supervised research is completed, a Project Defense Approval Form/Supervised Research Defense Approval Form must be submitted.
- The date, time, and location of the defense is to be formalized so that the Dean or his designate may have the option of attending.
- The Project Examination Form/Supervised Research Examination Form must be submitted at the conclusion of the examination.
- Students will adhere to the same schedule as for thesis/dissertation defense.

VI. FINAL ORAL EXAMINATION (DEFENSE)

1. The Dean, or his appointed representative, will chair all Final Oral Examinations and will require a corrected draft copy of the thesis/dissertation *two weeks in advance of the Final Oral Exam*.

Notification **in writing** will be sent to the Dean, School of Graduate Studies from the Department Chairperson stating that the student is ready for the Final Oral Exam. At this time, the Dean will also be consulted concerning scheduling the exam by calling Ms. Marvis Baynham at 721-3707.

The Final Oral Examination may not be scheduled until the Dean has received a corrected draft copy of the thesis/dissertation with the signed Approval Form and Faculty Agreement Form.

2. Graduate programs will be responsible for typing the printed Program Announcement for the Final Oral Exam (see Sample Announcement page 14-15). These announcements must be mailed to students and faculty of the area of study (i.e., graduate nursing faculty and students, biomedical sciences faculty and students, etc.) two weeks in advance of the exam. Mailing labels will be provided by the School of Graduate Studies office. The student may call to request labels 2 days in advance of the mailing.

VII. PROCEDURES TO BE FOLLOWED FOR DEFENSE OF THESIS/DISSERTATION

1. The defense will be announced publicly as a scientific seminar and also be identified as a dissertation defense.
2. The thesis/dissertation examining committee (which includes readers for the Ph.D. defense) will be chaired by the dean or the

designate of the dean. The dean or designate will act as moderator for all proceedings.

3. The dean or designate will welcome the candidate and guests, thank the committee and readers, and recognize the major advisor. The major advisor will introduce the candidate.

4. The candidate will make a 40-45 minute presentation of the thesis/dissertation research, generally with no interruptions. The presentation will be in the standard format of a scientific research seminar utilizing appropriate visual aids.

5. Following the presentation, the dean or designate will open the floor to questions from the general audience. S/he also will moderate the question/answer session to allow for as many questions as are feasible, and to prevent excessive follow-up on questions for which the candidate is unable to provide a satisfactory answer. Members of the examining committee may take note of such questions and reopen discussion during the committee's rounds of questioning if the subject is deemed essential to the defense.

This public presentation and question/answer session should last no more than 1 hour. The moderator will end the questions at the appropriate time and thank the candidate for the presentation (applause). The moderator will announce that the general session is adjourned, and that the committee will begin its examination of the candidate after a short (5-10 min) break.

6. If the presentation has been held in a large venue, the candidate, committee and any interested members of the audience may adjourn to a pre-designated conference room for the remainder of the proceedings. The candidate may be seated at the table along with the committee members, but should be prepared to move to the board if illustration is required to answer particular questions.

7. It is the responsibility of the examining committee, including readers, to prepare several questions in advance. The questions should relate to the thesis/dissertation in terms of generating discussion from the candidate to defend statements, graphs, tables, statistics, techniques used, and conclusions. The dean or designate will moderate the session. After 10 minutes or so the questioning will be moved to the next committee member. Generally, two or three rounds of questioning will take place. The candidate has the right at any time to seek clarification of any question and will be aided by the moderator to clarify the question if necessary. This session should last no more than 60 minutes for a masters candidate and no longer than 90 minutes for a doctoral candidate.

8. The candidate is permitted a reasonable time to gather his/her thoughts before answering questions. The candidate is permitted at any time to leave the room to attend to personal functions.
9. Following consensus that questioning by the committee is complete, the candidate and any guests will be asked to leave the room.
10. The closed committee meeting will be called to order by the dean or designate. The candidate's major advisor will provide the committee with the candidate's background and course of study and attest to the completion of all requirements. The candidate's complete record will be available for review by committee members.
11. The moderator will conduct a discussion of the candidate's performance. Each committee member should discuss the performance and the thesis/dissertation itself in the following terms:
 - A. Pass (includes minor revisions)
 - B. Pass pending major revisions
 - C. FailA formal vote will be taken and a plurality will be taken as to the consensus of the committee.

In the case of minor revisions, the candidate's major advisor will assume responsibility for seeing that the revisions are in place before the thesis/dissertation is finally deposited with the dean.

In case of major revisions, the dean will appoint a committee of at least two to supervise the revisions, and a deadline for completion of the revisions will be established.
12. In the case of the PhD degree, if there is a unanimous consensus of the advisory committee for a "Pass with Distinction", the dean will indicate in the student's record that the student passed with distinction. A ballot will be sent separately to advisory committee members for such a vote.
13. The candidate will be invited into the room by the moderator and informed of the consensus of the examining committee.
14. It shall be the responsibility of the Dean, School of Graduate Studies, to circulate these procedures to all committee persons.

VIII. PROCESSING FINAL COPIES

The deadline for receipt of 3 final copies of the thesis/dissertation in the School of Graduate Studies office is one week prior to the date of graduation (or one week prior to the last day of the semester).

- All final copies of the Approval page must bear the original signature of the Major Advisor, Department Chairperson (and Associate Dean for Graduate Programs in Nursing for M.S.N./Ph.D. in Nursing students) prior to deposit in the School of Graduate Studies. Signatures should be in black ink for good reproduction.
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(Centered 2" from top of page)

By

Name of Author

Submitted to the Faculty of the School of Graduate Studies

of the Medical College of Georgia in partial fulfillment

of the Requirements of the Degree of

(Master of Science/Master of Science in Nursing/

Master of Health Education/Doctor of Philosophy)

Month

Year

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Date

Major Advisor

Department Chairperson

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Associate Dean for Graduate Programs

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