

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

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

<http://grad.illinoisstate.edu/academics/thesis-dissertation/>

	Step	Semester		Website or Form
	1	First Fall	Review department's Thesis Procedures website	psychology.illinoisstate.edu/Graduate/dev/developmental.aspx#tabs-accord5
<input type="checkbox"/>	2		Review Faculty Research Interests website; Meet with faculty members and discuss expectations; Narrow down thesis topic	psychology.illinoisstate.edu/Research/interest.shtml
<input type="checkbox"/>	3		Choose thesis chair; Discuss expectations	
<input type="checkbox"/>	4		Receive approval for thesis chair and request an override to register for thesis credit(s) (PSY 499)	Complete <i>Department Approval of Thesis Chair</i> form
<input type="checkbox"/>	5	First October	Register for thesis credits for spring and statistics course(s), if needed	
<input type="checkbox"/>	6	First Spring	Create a timeline for thesis project; Begin work on proposal; Literature search and research question(s)	Review Thesis Procedures website
<input type="checkbox"/>	7		Discuss with thesis chair the selection of your 2nd committee member	Complete <i>Department Approval of Thesis Committee</i> form Note: Graduate School procedures require a majority of the thesis committee to be full members of the Graduate Faculty; if one member is an associate member of Graduate Faculty, then the thesis committee must have two committee members, not counting the thesis chair.
<input type="checkbox"/>	8		Continue to work on proposal; Methodology and proposed analyses	See Thesis Procedures website
<input type="checkbox"/>	9		Finalize proposal with chair and 2nd committee member *	See grad.illinoisstate.edu/academics/forms/ <i>Proposal Approval Form</i> includes Copyright Checklist
	10		Review Copyright Checklist	Obtain signature of Copyright Office on page 2 of the <i>Proposal Approval Form</i> , if applicable
<input type="checkbox"/>	11	First Spring	Request a reader	Contact department's Graduate Programs Office to request a reader, give Office your thesis title
<input type="checkbox"/>	12		Schedule Proposal ** Contact thesis committee and reader to determine day and time for proposal	Contract Graduate Programs Office to reserve a room for thesis proposal; A hard copy of your thesis proposal and the <i>Proposal Approval Form</i> must be in the Graduate Programs Office one week before the scheduled proposal date; no signatures on the <i>Proposal Approval Form</i> except for the Copyright Officer
<input type="checkbox"/>	13		Propose your thesis	Get committee signatures on your <i>Proposal Approval Form</i> ; Return <i>Proposal Approval Form</i> to Graduate Programs Office for department chair's signature
<input type="checkbox"/>	14		Complete revisions required by your thesis committee	
<input type="checkbox"/>	15		Submit IRB Proposal	See IRB Policies and Forms at psychology.illinoisstate.edu/research/tools.shtml

<input type="checkbox"/>	16	Second Fall	Begin thesis data collection	Report IRB Proctol # to Gradaute Programs Office Set up a ProQuest Account at <a href="http://www.etdadmin.com/cgi-bin/school?siteId=493">www.etdadmin.com/cgi-bin/school?siteId=493</a>
<input type="checkbox"/>	17		Data Coding, Data Analysis	
<input type="checkbox"/>	18	Second January	Complete <i>Degree Audit Form</i> and submit to your Coordinator Submit <i>Application for Completion of Degree</i> and graduation fee Both forms due in early January	See Graduate School website for Dates and Deadlines for when <i>Right to Defend</i> form is due and last date for thesis defense, and for the <i>Application for Completion of Degree</i> form
<input type="checkbox"/>	19	Second Spring	Finish writig your thesis based on the following: Update Literature Review if needed; Update methology to be past tense instead of future tense; Write Results and Discussion sections	Review Graduate School's Thesis Assistance website for formatting requirements
<input type="checkbox"/>	20		Finalize last draft; Note that your thesis chair may want to approve the final draft before it goes to the 2nd committee member; both members should approve the draft before it goes to the reader	See Dates & Deadlines on Graduate School Website <i>Right to Defend Form</i> ; needs thesis chair's signature Must upload thesis on ProQuest for Graduate School review as required for <i>Right to Defend</i> form
<input type="checkbox"/>	21		Must receive approval from Graduate School to schedule your thesis defense; Approval send by email	Forward a copy of Graduate School email to Graduate Programs Office, if not copied on original email
<input type="checkbox"/>	22		Schedule defense date with thesis committee and reader	Contact Graduate Programs Office to reserve a room for thesis defense; A hard copy of your thesis must be in the Graduate office one week before the scheduled defense date
<input type="checkbox"/>	23		Defend thesis	Obtain committee signatures on <i>Outcome of Defense</i> form; provide Graduate Programs Office with a copy of the signed <i>Outcome of Defense</i> form
<input type="checkbox"/>	24		Make changes, if needed, to the thesis after the defense	Submit <i>Final Deposit Checklist</i> and signed <i>Outcome of Defense</i> form to Graduate School; upload final thesis to ProQuest
<input type="checkbox"/>	25	Second Spring	Final bureaucracy	See Graduate School webpate for Dates and Deadlines for dates for <i>Final Deposit Filing</i>

\*We recommend proposing your thesis at the end of your first year or at the beginning of your second year.

\*\* We recommend attending a proposal or defense within your area; Dates for proposals and defenses are announced via the graduate students listserv and posted on the bulletin board across from 435 DeGarmo Hall.

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

Updated October 2016