

THESIS or PROJECT APPROVAL PROCEDURE

KENT STATE UNIVERSITY
COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES
OFFICE OF GRADUATE STUDENT SERVICES
ROOM 418 WHITE HALL
KENT, OH 44242-0001

Appointment of Thesis/Project Director and Thesis/Project Committee

1. When a student is ready to begin thesis or project planning, he/she should meet with the faculty member who has been assigned as graduate program advisor. If the student is considering a topic outside the advisor's area of expertise, the advisor shall arrange for the student to secure counsel on the proposal.
2. The advisor and the student are responsible for securing the consent of a qualified professor to act as director. The advisor may serve as director if this arrangement is agreeable to both parties.
3. The director will guide the student during the development of the tentative thesis or project proposal. The director will also assist the student in selecting two other graduate faculty members appropriate to advise and serve on the committee.

Approval of Thesis or Project Topic

1. The student is to prepare a reasonable detailed description of the proposed research study and present it to his/her committee for review and approval.
2. When the committee is satisfied with the proposal, the student will secure the signature of the director and all committee members on the Notification of Approved Thesis/Master's Project Committee & Proposal form. This form, accompanied by a copy of the abstract, should be filed in the Office of Graduate Student Services (Room 418 White Hall) no later than the first day of the term in which the student plans to graduate.

Registration for Master's Thesis ONLY

1. The student is required to register continuously for Thesis I for a total of six credit hours upon completion of coursework. Registration must be from 2 to 6 credits per semester, distributed over 1 to 3 semesters as desired. Thereafter, the student must continuously register for Thesis II until graduation.

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Registration for Master's Project ONLY

1. The student is required to register for NUTR/HDFS 61198: Master's Project for a total of 6 credit hours upon completion of coursework. Registration must be from 2 to 6 credits per semester, distributed over 1 to 3 semesters as desired.

Completion of Thesis or Project

1. The student must complete the thesis or project to the satisfaction of their committee and deliver copies to each member of the committee at least one week prior to the oral defense. The committee director will act as consultant during the time the thesis or project is being completed. The student completing the thesis must consult the Guidelines for Preparation of Theses and Dissertations regarding thesis style and form.
2. The student will arrange for an oral defense of the thesis or project with the various members of their committee. The entire three person committee is expected to be present for the defense meeting.
3. The committee director will be responsible for the completion of the Report of Oral Defense of Master's Thesis or Master's Project form.
4. **Thesis only:** The student must follow established deadlines in applying for graduation, oral defense of thesis, and submission of thesis and abstract for approval. Deadlines are posted each term outside of the Office of Graduate Student Services (Room 418 White Hall).

As of Summer 2011, theses must be submitted electronically using the ETD system. Instructions for submitting can be found at www.kent.edu/ehhs/ogs/masters/index.cfm. A paper copy of the thesis is customarily delivered to the thesis director.

5. **Project only:** The student must follow the established deadline for applying for graduation. Completed project must be defended and submitted to project director by the end of the semester in which student plans to graduate.