

THESIS OPTIONS AND PROCEDURES

Thesis Options and Procedures

There are two options of graduate study for some degree programs at JSU: the Non-Thesis Option and the Thesis Option. The Thesis Option is available to students in these master's degree programs:

- Applied Behavior Analysis
- Biology
- Criminal Justice
- English
- Fine Arts
- Geographic Information Science and Technology
- History
- Mathematics
- Music

A student is awarded six semester hours of graduate credit for a successfully completed thesis, by enrolling in 5990 two times and receiving a grade of "P" in each 5990 class. The requirements for the individual degree programs are listed under "Minimum Requirements for Degree" in each program section of this catalog.

For students choosing the thesis option for their degrees (if available), the thesis defense may serve as the comprehensive examination.

Thesis Timeline:

Prior to enrolling in the first three semester hours of thesis, 5990:

1. Thesis students should contact the Graduate School to receive an orientation to the thesis process and a copy of the current Thesis Guide. This orientation can be completed either in person or via email. The purpose of the orientation is to provide the thesis student with information concerning required forms, due dates, and to answer any questions concerning thesis options and/or procedure. For further information concerning this orientation, please contact:
Ashlee Hanvey, MS
ahanvey@jsu.edu (<https://catalog.jsu.edu/Mailto:ahanvey@jsu.edu>)
321 Angle Hall
(256) 782-5348
2. Thesis students must submit a Thesis Option form (<https://dynamicforms.ngwebsolutions.com/Submit/Start/06ac753b-6b72-4c0c-8ce6-5a217fb35ac1/>), approved and signed by the student's Thesis Committee, to the Graduate School for approval of the Dean of Graduate Studies. The Thesis Option form is a Dynamic Form and is available online on the Thesis and Dissertation Information (<https://www.jsu.edu/graduate/thesis-dissertation/>) page.

Prior to completing the first three semester hours of thesis, 5990:

1. Thesis students must submit a Prospectus for Thesis form (<https://dynamicforms.ngwebsolutions.com/Submit/Start/fb95d5cd-5c74-45fb-82bb-6356312438dd/>), approved and signed by the student's Thesis Committee to the Graduate School for approval by the Dean of the Graduate School. The Prospectus for Thesis

form is a Dynamic Form and is available online on the Thesis and Dissertation Information (<https://www.jsu.edu/graduate/thesis-dissertation/>) page.

Prior to completing the last three semester hours of thesis, 5990:

1. Thesis students must complete and successfully defend their theses. Thesis submission due dates may be found on the Graduate School's Thesis and Dissertation Information (<https://www.jsu.edu/graduate/thesis-dissertation/>) page. A progression roadmap is also provided on the Graduate School's website to guide a graduate student through the thesis process and includes additional steps that must be completed to successfully navigate this process from beginning to end.
2. When the thesis student has successfully defended the thesis, the thesis student must submit the Thesis Approval Form (<https://dynamicforms.ngwebsolutions.com/Submit/Start/643485d8-62e9-4838-a575-e9bfab36bea4/>) to the thesis committee for their signatures. The Thesis Approval form is a dynamic form and will be routed to the Dean of the Graduate School as the final step of the approval process prior to publication in Digital Commons. Once fully approved, the thesis student will be contacted by the Graduate School to submit their approved thesis manuscript to Digital Commons as the final step of the completion process. Upon completing this process, the student will receive a grade of Pass (P) or Fail (F) for the last three semester hours of thesis, 5990. A grade of "P" may not be assigned to the last three semester hours of thesis, 5990, until the completed thesis has been successfully submitted to Digital Commons for publication. Thesis students should refer to the Thesis Guide for the step-by-step process for the development and submission of their manuscript.

Change from Thesis Option to Non-Thesis Option

If a student wishes to change from Thesis Option to Non-Thesis Option, then the student must complete the Request to Change form to notify their chairperson and the Graduate School. Students who change from the Thesis Option to the Non-Thesis Option and have completed their first 5990 thesis course may apply it towards degree completion. The second 5990 course cannot be applied towards degree completion and will need to be replaced with other relevant coursework.