THESIS/DISSERTATION TOPIC APPROVAL

Name: _____

Field of Study: _____

Degree: Master of Arts

BGSU ID:_____  

SECTION 1: Topic Application (instructions on reverse side)

Proposed title: _____

Committee Signatures:

__________________________________________  ______________________________________
(Chair/Faculty Advisor)  (Member)

__________________________________________  ______________________________________
(Member)  (Member)

__________________________________________  Departmental Approval  (Graduate Coordinator)  Date
(Grad Faculty Rep)

SECTION 2: Approvals

Are human subjects involved? (See reverse side for explanation)  □Yes  □No
(If yes, approval by the BGSU HSRB is required prior to gaining final topic approval and beginning research)

HSRB Project ID#:________________________  Date of Final HSRB Approval: ________________

Are vertebrate animals involved?  □Yes  □No
(If yes, prior approval by the BGSU IACUC is required prior to gaining final topic approval and beginning research)

IACUC Project ID#:________________________  Date of Final IACUC Approval: ________________

Office Use Only:
□ Final topic approval letter sent

{03/12}
DEFINITIONS AND EXPLANATIONS

**Note 1:** See the *Graduate Catalog* for complete regulations pertaining to the Master’s, Doctor of Philosophy, and Doctor of Education degrees.

**Note 2:** In all instances, the signature of the departmental graduate coordinator indicates that appropriate departmental policies and procedures have been followed.

**Note 3:** Final topic approval is indicated by a letter to the student (with copies to committee members) from the Graduate College. When required, HSRB or IACUC approval must be granted prior to final topic approval.

**TOPIC APPROVAL PROCESS**

The Masters/Ph.D. candidate meets with the thesis/dissertation committee for approval of the thesis/dissertation topic. The student and committee together complete Section 1 and then submit the form to the Graduate College by the Topic Approval Deadline. If HSRB or IACUC approval is required, Section 2 (acknowledging HSRB/IACUC approval) must be completed prior to starting the thesis/dissertation project. The student may submit the topic approval form with the HSRB/IACUC Project ID# to the Graduate College before getting HSRB/IACUC project approval. When all required sections of the form are complete, the Graduate College will send a final topic approval letter to the student.

**THESIS/DISSERTATION TOPIC APPLICATION**

Filing this application indicates that a student’s thesis/dissertation committee has approved both a topic for the research and a particular approach to that topic. Usually, a prospectus containing both the topic and the approach are orally “defended” by the student at a thesis or dissertation committee meeting.

A master’s thesis committees consist of at least two faculty members from the student’s graduate program. The petition for approval of master’s thesis topic is submitted to the Graduate College to secure final approval of the thesis committee and thesis topic. This must be done no later than the last day of the semester prior to the student’s graduation.

A dissertation committee is recommended for each student and is appointed by the dean of the Graduate College. The committee consists of at least four members including a representative of the graduate faculty. Depending upon program guidelines, the composition of this committee may be similar to or different from the preliminary examination committee. However, in all instances, the graduate faculty representative appointed to the preliminary examination committee also serves on the dissertation committee.

A student achieves candidacy when this topic application is approved by the Graduate College. Candidacy should be attained *at least six months before the degree is conferred.*

**Human Subjects Studies:** A “Human Subject” is any living individual about whom an investigator conducting research obtains data through intervention [physical procedures or manipulation] or interaction [questionnaires, surveys, interviews, or other interpersonal communication]. Studies using data previously collected by another researcher will also require review by the Human Subjects Review Board. Please contact the Office of Research Compliance at 2-7716 for answers to questions or to obtain appropriate HSRB application materials.