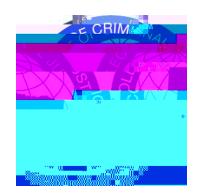
Graduate Office College of Criminal Justice Sam Houston State University



Thesis/Dissertation: Procedures and Suggested Guidelines

Section I- Student Considerations

- 1. Spend some time looking at othteeses/dissertations, especially those in your topic area. There is a list of all College of Criminal Justice these dissertations in the College Advisement Office (1744).
- 2. Get a copy of the Uniersity Thesis/Dissertationuidelines. http://library.shsu.edu/research/guides/thesis/
- 3. Choose a topic area, research your topic, develop an outline of the literature and methodology you are considering. Remember you want to have a well thought out proposal before you visit with that chair of your committee.
- 4. a) You may have to discuss your thesiss/ertation idea with several faculty members before selecting a chair.
 - b) Once you have decided on your chair, speak with him/her about whondshoul be on the committee as members.
- 5. Discuss your topic with otential committee members and ask them if they would be willing to serve on youthesis dissertation committee. The Thesis/Dissertation Committee should be composed of: a faculty member who has substantive expertise and knowledge of the topic and two readers from the College of Crimina Justice—all of whom are voting members. Outside readers may be on committee if appropriate but are not voting members.
- 6. After speaking with your chair and committee members, arrange an appointment with the chair and present your proposal. Remember they will be more willing work with you if you provide them with a wedleveloped topic. Do NOdo to a professor and say, "do you have any datawant to do athesis/dissertation."
- 7. Develop an abstract and outline of **thop**ic as necessary to complete the committee approval formocated on the website
- 8. Arrange a meeting with the College of Criminal Justice Assistant Dean of Graduate Studiesso he/she can approve the committee.
- 9. Prepare for the prospectus defense. A prospectus is your formal

Thesis/Dissertation Godelines

Section III - Graduate Office Considerations

- 1. Provide students with general directions abouthlesisdissertation process.
- 2. Assist in the registration of students **fbe**sisdissertation courses.
- 3. Provide





As chair of thesis/dissertation committee forthe committee has carefully reviewed thesis/dissertation comments and edits from all the committee members defense document and that the studentady to defend (please select one)	on document and that the have been included in the
thesiprospectus	
dissertation prospes	
thesis final defense	
dissertatiofinal defense	
Please arrange a room for tore spectu s/ efense on (date)	a
(time)	
 Chair's signature D	 ate

* This form should be used for both prospectus and final defenses.