

Department of Computer Science (CS)
College of Computing and Software Engineering (CCSE)
Kennesaw State University

Master Thesis Guide

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Process Guide Authors – MSCS Master's Thesis Committee Members

1. Master's Thesis Objectives

The Master's thesis in the Department of Computer Science (CS) is a formal research paper. As such, it is meant to accomplish the following goals:

- Provide an opportunity for the student to work on a research project with a CS graduate project-domain expert faculty advisor(s) and committee member(s).
- Contribute to the body of knowledge in the field of computing, software engineering, or information science and technology.
- Acquire an in-depth level of knowledge in the thesis domain area and receive credits towards the fulfillment of a Master's degree in the CS program.

Although it takes a certain level of maturity and possibly more effort, there are numerous advantages to completing a Master's thesis.

- Demonstrates your level of expertise and sophistication in your field.
- Demonstrates your level of maturity and readiness to move into positions that require robust ability to research, develop, and solve complex problems.
- Demonstrates your readiness for further education, such as the doctoral program. Serves as a basis for publications of articles and further contributions to your field.

2. Master's Thesis General Process.

The process of creating a Master's thesis follows a structured methodology. The stages of this process are as below. The schedule is for a graduate student who will spend 2 semesters to complete their thesis. In case that the student will spend 3 semesters, the “First Term” is the 1st semester, and the “Second Term” is the 3rd semester. The 2nd term can be used for the student to produce research results.

Stage	Description
Topic Approval	<p>Term before signing up for thesis:</p> <ol style="list-style-type: none"> 1. Research idea for thesis about topics that interest you. 2. Speak with potential CS graduate faculty members about their interest in a) serving as the thesis advisor, or b) serving as a committee member (you will share your research concept with the faculty). 3. Make sure your planning phase includes an understanding of the quality requirements of the thesis. See Section 3 on Thesis Quality Objectives. 4. For specifics of getting the MS Thesis Topic approved, follow Section 4 on Thesis Topic Approval Steps.
Registration	Register for first term of thesis (1-3 credit hours). See Section 5 on Thesis Credits-Registration & Procedure.
Beginning of First Term of Thesis	<ol style="list-style-type: none"> 1. Meet with thesis advisor(s) during the first 2-3 weeks of term to lay out a plan for the term. There should be a signed agreement between the student and advisor(s) on the topic. 2. By the end of 3rd week, a proposal (approximately 5-10 pages) is due. See details of Section 6 on Thesis Work Plan & Delivery Guideline. 3. Also See Section 3 on Thesis Quality Objectives to ensure that your thesis will be at the described quality.
First Term Deliverables	<ol style="list-style-type: none"> 1. Complete initial chapter (agreed upon by thesis advisor and student) and submit to the thesis advisor and committee members. 2. See details of Section 6 on Thesis Work Plan & Delivery Guideline.
Registration	Register for the 2nd term of thesis (1-3 credit hours). See Section 5 on Thesis Credits-Registration & Procedure.
Beginning of Second Term of Thesis	<ol style="list-style-type: none"> 1. Meet with thesis advisor(s) during first one to two weeks of term to lay out a plan for the term. 2. See details of Section 6 on Thesis Work Plan & Delivery Guideline.
Progress	As chapters are completed, you will submit them to your thesis advisor(s) and committee member(s) for comment and editing
Editing and Plan for Presentation	<ol style="list-style-type: none"> 1. Present final "draft" version of completed thesis to the thesis advisor(s) and committee members for editing and modifications.

	<ol style="list-style-type: none"> 2. With the thesis advisor(s) and committee(s), schedule a time for the presentation and defense of your thesis. 3. See Section 6 on Thesis Work Plan and Delivery Guideline.
Final Document	<ol style="list-style-type: none"> 1. After incorporating all comments from advisor(s) and committee member(s), prepare final thesis according to guidelines (See Appendix A.4 for Sample Thesis Format). 2. Bring your finished thesis copies to your thesis advisor(s) and others for signature(s). 3. After obtaining advisor's and committee member's signatures, bring your thesis to the department chair and dean for signatures. 4. Turn in finished copies to the library for binding 5. Submit your work to either a peer-reviewed conference or a journal. <p>See Section 6 on Thesis Work Plan & Delivery Guideline.</p>

Additional Process Information: (Extension of Thesis beyond 2 semesters)

1. If you are unable to complete your thesis at the end of the two terms, you **MUST** get your thesis advisor's permission(s) to continue into the next term with your thesis.
2. You then **MUST** register for additional hours for your thesis (3 credits hours) for the next term. For the third term, students might register for 1-3 credit of thesis with the thesis advisor's approval.
3. At the end of that one term extension, you need to have completed your thesis according to the process listed above.
4. See Section 5 on Thesis Credits-Registration and Procedure for more details.

3. Thesis Quality Requirements

Your research and thesis must meet the following "quality" requirements, as judged by your thesis advisor(s) and the committee member(s).

- The research leading to your thesis must be of sufficient quality and depth to effectively address one or more research questions in computing.
- Your thesis must make a professional contribution to the field of computing; computer science, software engineering, information science and technology or related areas.
- Your research must lead to a publication in a peer-reviewed international conference or a journal; An outcome of your research work must be written in the form of a scientific research paper and must be submitted to a peer-reviewed international conference or journal before depending your thesis. The acceptance of the paper is not a requirement for graduation.
- The thesis must conform to the style guidelines prescribed by the current edition of the Publication Manual of the American Psychological Association (APA style manual).
- The final draft of the thesis must be thoroughly copyedited and proofread.

4. Thesis Topic Approval Steps

The following steps describe the actions that must be taken to have a Master's Thesis topic approved. Pre-requisites:

Your graduate GPA must be 3.0 or above.

You must have completed all your transition courses (if any) and have completed (or expect to have completed) at least 12 credit hours of graduate courses in your major program by the end of the semester in which you are seeking topic approval.

Step 1:

In completing this first step, activities (a) and (b) listed below may iterate and may not be sequential. For example, discussions about the thesis topic may occur between the student and some number of potential thesis advisors.

- a) Write a one-page thesis topic description including i) a paragraph that describes the general area of interest, ii) a paragraph on your specific area of research, iii) a paragraph on what you expect to achieve with your thesis, and iv) a list of three to five reference articles.
- b) Discuss with some graduate faculty member in CS who is willing to direct your Master's thesis and serve as your primary thesis advisor based on your one-page thesis topic write-up.
- c) Obtain your thesis advisor's signature(s) on the one-page thesis topic description paper.

Step2:

Turn in the signed one page thesis topic description to your Graduate Program Coordinator, keeping a copy for yourself. Your Graduate Program Coordinator, your thesis advisor(s), and you will jointly agree on the appointment of a thesis committee composed of your thesis advisor(s) and graduate faculty members (three in total).

Either one committee member or a secondary thesis advisor (co-advisor) may be from another department outside the student's home department. However, in the event that the outside thesis committee member or the secondary thesis advisor is from outside of the CCSE, then the External Thesis Committee Member Approval Form (see appendix) must be filled. Secure the primary thesis advisor's as well as graduate coordinator's signatures, and obtain both the CS chair's and the CCSE Dean's approval signatures on the form. A copy of the approved External Thesis Committee Member Approval Form must be turned into the Dean's office, and the student should also keep a copy.

Step3:

Gain agreement from your thesis committee member(s) on the thesis topic based on the one-page thesis topic paper which is already signed by your thesis advisor(s). If any major change to the thesis topic description is needed from the discussions with any committee members, then go back to Step 1.

Step4:

Obtain signatures from all thesis committee member(s) for the Thesis Topic Approval Form (see appendix), to which your one-page thesis topic description is attached. Your department chairperson's "approval" signature along with the CCSE Dean's "approval" signature must be obtained after all the other signatures are completed. A copy of the signed Thesis Topic Approval Form is then turned into your department chair, to the CCSE Dean's Office, and also given to your thesis advisor(s). You should also keep a copy. At the completion of Step 4, your Master's thesis topic is "approved."

5. Thesis Credits - Registration and Procedure

A student's master's thesis topic has to be approved before the student can register.

Policy and Requirements:

- A student can register for 1-3 credits for thesis each term subject to the primary thesis advisor's approval.
- A student will only be allowed to register for thesis in a given term if the thesis topic has been approved before the first day of classes of that term.
- A student will need to be registered continuously for thesis from the term after their topic is approved until the term in which the thesis is defended. The summer semester may be skipped, but skipping a regular semester will require the approval of both the thesis advisor(s) and the department chairperson.
- A student may only use up to 9 hours of credit for thesis courses and have that applied towards the completion of a Master's degree. They may register for more credit hours to complete their thesis, but the additional credits will not count towards the completion of the Master's degree.
- A student who is making satisfactory progress towards their thesis (as deemed by their advisor) but has not yet defended it will receive a grade of "IP" for that term. Upon successful defending of the thesis the graduate coordinator will change those grades to "S."
- If a student who has been registered for a thesis does not wish to continue, he/she will notify his/her advisor and the graduate coordinator, normally before the official drop date for that semester. After the official drop date, discontinuing thesis is allowable only for very special, unforeseen circumstances and with the permission of the thesis advisor and the graduate coordinator. The student will get a grade of "W" for that semester.
- If for some reason the student cannot or does not wish to continue with the thesis after earning an "IP" grade for a semester, the student will inform his/her thesis advisor and the graduate coordinator. The previous "IP" grade, different from an "I" grade, will be changed on the transcript as "U." The credits which are earned from thesis option only courses such as "Directed Research" and "Thesis" will not be counted toward the degree if a student changed to a non-thesis degree option.
- If an advisor considers that a student is not making satisfactory progress he or she may request that the thesis be cancelled; in this case the student's grade will be changed to a grade of "U" (subject to the normal grade appeal process).

Registration Process:

1. In the term before the student wishes to be registered for the first time, he/she should get the topic approved as described in Section 4 on Thesis Topic Approval Steps.
2. Before the first day of classes in each term the student wishes to be registered for thesis, the student will send an email to the graduate coordinator and department chair, with copy to his/her advisor, asking for the registration.
3. Within the last two weeks of the semester, if the student will not defend the thesis by the end of that semester, the advisor will send an email to the graduate coordinator (copying the student and other committee members) stating the grade the student should

receive for that semester (“IP” if the student is doing satisfactory progress, or “U” if not) See Master's Thesis Result Report form in the Form's Section.

4. After the student has successfully defended the thesis and satisfied all other requirements the grade will be changed by the thesis advisor to “S.” If the student defends a thesis in one term, but cannot fulfill all the other requirements, the student will get a grade of “IP,” and the grade will be changed to an “S” if the student fulfills all other requirements before the last day of classes of the following term.

6. Thesis Work Plan & Delivery Guideline

The thesis takes at least two semesters to complete. The course may be repeated, but only 6 - 9 credit hours may be applied toward the degree. Also, see Section 3 on Thesis Quality Objectives to ensure that your thesis is of proper quality level. See Appendix topics on A.1 Literature Survey, A.2 Reference Material Format, A.3 Academic Integrity Resources, and A.4 Thesis Format for further guidelines.

Pre-requisite:

First Semester

1. Three weeks into the first semester

Submit an approximately 5-10 page proposal to your thesis advisor. The proposal should include:

- thesis topic and its significance
- research question that specifically states what you will attempt to answer
- bibliography and explanation on how each source is useful to answer your research question
- plan for data gathering and analysis

Form a thesis committee and submit the Request for Approval of Thesis/Dissertation Committee form to the student's home department. The Chair of the committee (primary thesis advisor) must be a KSU CS Graduate Faculty. On a three member committee, two members must be KSU Graduate Faculty. One of the committee members can be from outside the CS department in and serve as a secondary thesis advisor or a committee member.

2. Four weeks into the first semester

- Schedule a meeting with the thesis committee(s) and an oral defense of your proposal.
- If your proposal was not approved, revise it according to your thesis advisor's/committee's suggestions and resubmit to the committee(s).

3. Five weeks into the first semester

- If your proposal was approved, the Thesis/Dissertation Proposal Approval Form is turned into the student's home department.
- If your research requires human subject participation, you have to receive approval from Kennesaw State University Institutional Review Board. See https://www.kennesaw.edu/irb/_for for more information.

4. Ten weeks into first semester

- Submit a 10-15 page working outline to the thesis advisor(s). The working outline is an important document that will guide you through the thesis writing process. You have to use clear and informative headings. Each topic should address one aspect of your research.
- Use the approved working outline to write the initial chapter.

5. End of first semester
 - Submit the initial chapter to your thesis advisor(s) and to the other thesis committee member(s).

Second Semester

1. First week into second semester
 - Revise the initial chapter, if necessary.
 - Submit a schedule for submitting each chapter of the thesis.
 - Consult your thesis advisor(s) to identify a peer-reviewed conference/journal (preferably ACM/IEEE-sponsored) for research paper submissions.
2. Weeks two through ten
 - Revise submitted chapters and conduct additional research suggested by advisor(s) and other thesis committee member(s)
3. Eleven weeks into second semester
 - Submit your thesis draft to your thesis advisor(s) and other thesis committee member(s).
4. Twelve weeks into second semester
 - Complete all revisions suggested by your thesis advisor(s) and other committee member(s).
 - When your advisor and the entire thesis committee approve the draft, then you and your advisor(s) will set up a defense date.
 - Send the thesis defense information to the CCSE Dean's office to be announced to College of Computing and Software Engineering.
5. Thirteen weeks into the second semester
 - Submit your research paper to the venues identified for academic publications
6. Fourteen weeks into second semester
 - With the help from your departmental Administrative Associate, schedule a meeting for your thesis defense. The defense is open to the public with mandatory attendees of your thesis committee.
 - Revise your thesis according to the comments/suggestions solicited in your thesis defense.
 - After approval of thesis committee, the Thesis/Dissertation Defense Outcome needs to be submitted to your home department.
 - Copies of the thesis/project must be submitted with the "Department Acceptance Form" or the Master's Thesis Results (see Forms Section) with approved signatures. The following information should be provided, as well:
 1. Author (your name)
 2. Title
 3. Department

4. Your telephone number and/or e-mail address.
 - See Library web site for more information
<http://libguides.kennesaw.edu/dissertations>
7. Final week of class
 - The Final Submission of Thesis or Dissertation form should be completed when the final version of the dissertation or thesis is ready to be submitted for publication in the Digital Commons (required). (Appendix A.5)
 - Sign Master's Thesis Library Acceptance Form (Appendix).

7. Appendix: Further Guidance

A.1 Literature Survey:

As part of your proposal and your thesis, you need to demonstrate familiarity with the relevant research related to your thesis topic. The purpose of the literature survey is to convey your knowledge of existing related research; you must be able to address what has already been done in the area to be able to justify why your research is contributing something new to the literature. This information will comprise the literature survey, which should reference the major standard articles and textbooks in the general area of your research. Additionally, for the specific area of thesis research, the literature survey should include at least 30 related articles ranging from the recent five years to no more than 30 years ago. The articles should come from the top level refereed journals and conferences in your area (e.g., *IEEE Transactions*, and national or international conferences. Most articles can be found at IEEE Xplore Digital Library and ACM Digital Library, both of them can be access from online KSU library.) You should avoid unpublished white papers and position papers linked to a particular hardware or software product.

The literature survey should be predominantly located in the Second Chapter of the thesis, and should constitute about 20-25 percent of the thesis content. In addition, the First Chapter of the thesis will reference some of this research to support your thesis statement, and throughout the thesis as you bring in outside references to support your ideas, you will use citations to research identified in your literature survey. Finally, the thesis should conform to the style guidelines prescribed by the current edition of the *Publication Manual of the American Psychological Association* (APA style manual).

Check out library's guide on literature search:

<http://libguides.kennesaw.edu/content.php?pid=323540&sid=5734097>

A.2 Reference Material Format:

MS theses in the School of CS use American Psychological Association (APA) style for citations and references. <http://www.apastyle.org/> is the main website that documents APA style guidelines.

Students unfamiliar with APA style should start with the tutorial Home » Learning APA Style » Free Tutorials » The Basics of APA Style).

A.3 Academic Integrity Resources:

MS theses in the School of CS are held to the highest standards of academic integrity. Students should be aware that their thesis will be examined closely by two to three readers, and plagiarism, falsification of data, or other instances of academic misconduct will be **punished severely**. Here are some resources to help students make sure they are doing things right: <https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>

A.4 Procedures to Submit Theses to Digital Commons



A PRACTICAL GUIDE FOR GRADUATE STUDENTS

Step 1

Find your program's specific DigitalCommons page, by visiting <http://digitalcommons.kennesaw.edu/etds.html/>

Step 2

Click the link that reads like this: [CLICK HERE TO SUBMIT YOUR DSA DISSENTATION](#)

Step 3

You will then be asked to create a new account
It is a simple process with 7 fields of basic information,
your institution is Kennesaw State University

Step 4

Read "Submission Agreement" and "Non-exclusive License Agreement - Student", then click the check box and press "Continue" at the bottom of the page.

Step 5

Fill out the submission form with all appropriate information,
be sure to upload the *final* draft of your work.

Step 6

Click "Submit" at the bottom of the page and you are finished.

From here, the DigitalCommons administrator will reach out to your Committee/Advisors for permission to post, as well as to the Graduate College, who will then pass the information on to allow you to graduate.
Contact digitalcommons@kennesaw.edu for assistance.

IMPORTANT
THE SUBMISSION PROCESS MUST BE DONE
ON OR BEFORE
THE DATE THAT FINAL GRADES
ARE DUE FOR THE SEMESTER.

A.5 Sample MSCS Thesis Format:

General Instructions

The two copies of the thesis submitted to the library must be prepared on acid-free bond paper. The use of "blue line" thesis paper is permitted but not required.

Spacing

The thesis should be one-sided and double-spaced with six lines per inch and 10 spaces per inch (pica spacing). It should have a ragged right margin unless it is prepared with a machine that does true proportional spacing. Add an extra space between paragraphs. Paragraphs should be indented 3 to 5 spaces (be consistent). Use standard techniques for single spacing and indenting long quotations.

Margins

The thesis will be bound by the library, so uniform margins are required. The left margin must be 1.5 inches. The top, bottom, and right margins must be one inch.

Pagination

The initial title page of the thesis is not numbered. All other front material, up through the abstract, is to be numbered in lowercase Roman numerals placed in the upper right corner of the page within the margins. This means that numbers will be one inch from the top of the page and one inch from the right hand side, or six lines down and 10 spaces in from the right.

The initial page of the thesis text is not numbered. All subsequent pages are numbered using Arabic numerals placed as indicated above.

The following page illustrates appropriate headings and subheadings for use throughout the text.

Chapter III

Somewhere Over the Rainbow

Major divisions such as chapters should have the designation and heading in all caps and centered, starting one inch from the top margin.

Rainbow Spectra

The next lower level of organization is a section. It should have three blank lines above the heading, which is centered, capitalized, and underlined. Section headings appear without page numbers in the table of contents.

Subsection headings should have two blank lines above and should be left-justified, capitalized, and underlined.

Candy-Apple Red

Sub-subsection headings should have two blank lines above and should be left-justified and capitalized.

Minimum - department may exceed

Front Matter

On the following pages are examples of the front matter in the appropriate format. They are in the order they should be in the final document.

01f---line numbers shown here just for reference only

19 Sample title-centered, single-spaced, all caps

20 (when centering, don't forget the wide left margin)

21

31

32

33 A Thesis Presented to

34 The Faculty of the (your department) Department

35

36

37 by

38

39 (your name)

40

41

42 In Partial Fulfillment

43 of Requirements for the Degree

44 (your degree designation here)

45

46

47

48

49

50 Kennesaw State University

51

(month and year of graduation)

01 <-- --- line number shown here just for reference only

19 Sample title-centered, single-spaced, all caps

20 (when centering, don't forget the wide left margin)

21

22

23

33

34

35

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Approved:

37

39

40

41

Your Advisor's Name (s)

42

43

44

45

46

Department Chairperson's Name

47

48

49

51

Dean's Name

In presenting this thesis as a partial fulfillment of the requirements for an advanced degree from Kennesaw State University, I agree that the university library shall make it available for inspection and circulation in accordance with its regulations governing materials of this type. I agree that permission to copy from, or to publish, this thesis may be granted by the professor under whose direction it was written, or, in his absence, by the dean of the appropriate school when such copying or publication is solely for scholarly purposes and does not involve potential financial gain. It is understood that any copying from or publication of this thesis which involves potential financial gain will not be allowed without written permission.

<Your Name>

**Notice To
Borrowers**

Unpublished theses deposited in the Library of Kennesaw State University must be used only in accordance with the stipulations prescribed by the author in the preceding statement.

The author of this thesis is:

Your name,
centered

A permanent address, centered

The director of this thesis is:

Thesis director's name,
centered Thesis director's
address, centered

Users of this thesis not regularly enrolled as students at Kennesaw State University are required to attest acceptance of the preceding stipulations by signing below. Libraries borrowing this thesis for the use of their patrons are required to see that each user records here the information requested.

Name of user	Address	Date	Type of use (examination only or copying)
--------------	---------	------	---

01 f----- line number shown here just for reference only

02

12

18

19 Sample title-centered, single-spaced, all caps

20 (when centering, don't forget the wide left margin)

21

32 An Abstract of

33 A Thesis Presented to

34 The Faculty of the (your department) Department

35

36

37 by

38

39 (your name)

40 (previous degrees, schools, and years)

41

42 In Partial Fulfillment

43 of Requirements for the Degree

44 (your degree designation here)

45

49

50 Kennesaw State University

51 (month and year of graduation)

<The brief abstract of your thesis goes here>

01<----- line number shown here just for reference only

18

19

Sample title-centered, single-spaced, all caps

20

(when centering, don't forget the wide left margin)

32

33

A Thesis Presented to

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The Faculty of the (your department) Department

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by

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39

(your name)

40

41

42

In Partial Fulfillment

43

of Requirements for the Degree

44

(your degree designation here)

45

46

47

Advisor(s): (your advisor's (s) name)

48

49

50

Kennesaw State University

51

(month and year of graduation)

You may include any of three optional sections here. They should follow the general style guidelines for the entire document. If you include more than one optional section, put them in order indicated. The optional sections are:

- (1) A dedication page, of the form - To Whom It May Concern Centered and starting 13 lines from the top of the page
- (2) An initial quotation centered and starting 13 lines from the top, along with its attribution as a footnote on the same page, such as:

The fear of speculation, the ostensible rush from the theoretical to the practical, brings about the same shallowness in action that it does in knowledge. It is by studying a strictly theoretical philosophy that we become most immediately acquainted with ideas, and only ideas provide action with energy and ethical significance.

Schelling*

- (3) A section of acknowledgements, treated for style purposes as if it were a major section of the thesis.

*Schelling, F.W.J. Works, Munich, Beck, 1959, 3:299.

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<Page 1 of the thesis goes here>

8. FORMS:

Master's Thesis Topic Approval Form

Student's Name: _____

Date _____

Thesis Topic Description: (thesis primary advisor signed copy must be attached)

Thesis Primary Advisor's Name: _____

Signature: _____

Date: _____

Thesis Committee Member's Name: _____

Signature: _____

Date: _____

Thesis Committee Member's Name: _____

Signature: _____

Date: _____

Graduate Coordinator's Name: _____

Signature: _____

Date: _____

Department Chair's Name: _____

Signature: _____

Date: _____

CCSE Dean's Name: _____

Signature: _____

Date: _____

Master's Thesis Topic Approval Form

Student's Name: _____

Date _____

Thesis Topic Description: (thesis primary advisor signed copy must be attached)

Thesis Primary Advisor's Name: _____

Signature: _____

Date: _____

Thesis Committee Member's Name: _____

Signature: _____

Date: _____

Thesis Committee Member's Name: _____

Signature: _____

Date: _____

Graduate Coordinator's Name: _____

Signature: _____

Date: _____

Department Chair's Name: _____

Signature: _____

Date: _____

CCSE Dean's Name: _____

Signature: _____

Date: _____

Program of Study Form

Available at:

<http://graduate.kennesaw.edu/students/docs/Program%20of%20Study%20v2.pdf>

Committee Approval Form

Available at:

<http://graduate.kennesaw.edu/students/docs/Committee%20Approval%20v2.pdf>

External Thesis Committee Member Approval Form

Committee Member Name: _____

Title: _____

Affiliation: _____

Formal Education:

BS/BA School & Major: _____

MS/MA School & Major: _____

PhD/Doctoral School & Major: _____

Reason for choosing this secondary thesis advisor:

Student's Name: _____

Signature: _____ Date: _____

Primary Thesis Advisor's Name: _____

Signature: _____ Date: _____

Graduate Coordinator's Name: _____

Signature: _____ Date: _____

Department Chair's Name: _____

Signature: _____ Date: _____

CCSE Dean's Name: _____

Signature: _____ Date: _____

Secondary Thesis Advisor Approval Form

Secondary Thesis Advisor Name: _____

Title: _____

Affiliation: _____

Formal Education:

BS/BA School & Major: _____

MS/MA School & Major: _____

PhD/Doctoral School & Major: _____

Reason for choosing this secondary thesis advisor:

Student's Name: _____

Signature: _____ Date: _____

Primary Thesis Advisor's Name: _____

Signature: _____ Date: _____

Graduate Coordinator's Name: _____

Signature: _____ Date: _____

Department Chair's Name: _____

Signature: _____ Date: _____

CCSE Dean's Name: _____

Signature: _____ Date: _____

Master's Thesis Library Acceptance Form

To whom it may concern

This is to certify that the library has accepted three signed copies of the Master's thesis of <student name & ID> (with one of them on acid-free paper), and found them to be satisfactory.

For KSU Library (Name):

Signature _____ Date _____

Master's Thesis Results Report

Student's Name _____
Last
First
M.I.

Student ID Number _____

Student's Master's Thesis Title _____

Advisor and Committee Members (printed names) Employer if appropriate

	Content Grade (S/U/IP)	Writing Grade (S/U/IP)	Signature
Thesis Primary Advisor _____	_____	_____	_____
Committee Member _____	_____	_____	_____
Committee Member _____	_____	_____	_____

Overall Grade (S/U/IP): _____

Thesis Primary Advisor Signature	Date

This is to certify that the student has completed all requirements of the thesis, including a successful defense, satisfactory final editing of the thesis, and submission of an adequate number of copies (including at least one on acid-free paper) to the library. The student is being granted credit for _____ hours of thesis, by changing his/her grade to S.

 Graduate Coordinator/Department Chair's Signature _____
Date

Master's Thesis Results Report

Student's Name _____
Last First M.I.

Student ID Number _____

Student's Master's Thesis Title _____

Advisors and Committee Member (printed names) Employer if appropriate

	Content Grade (S/U/IP)	Writing Grade (S/U/IP)	Signature
Thesis Primary Advisor _____	_____	_____	_____
Thesis Secondary Advisor _____	_____	_____	_____
Committee Member _____	_____	_____	_____

Overall Grade (S/U/IP): _____

_____	_____
Thesis Primary Advisor Signature	Date

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Date