



Thesis Submission Instructions

A thesis is an extended written analysis and interpretation of a specific topic or subject matter. It articulates a unique perspective or specific claim with respect to the topic and attempts to substantiate the legitimacy of the perspective or claim through research. The project must meet the expectations for research as defined by the academic discipline. Research projects involving human subjects must comply with the MSU Billings IRB policies. Policy guidelines and protocol forms may be obtained from the Office of Grants & Sponsored Programs (www.msubillings.edu/grants).

The Thesis Advisory Committee will consist of a minimum of three (3) members, one of whom will be from outside the student's department. The student consults with their advisor for approval to form a committee. The committee chair must have a terminal degree in the field of study. After a committee is formed, the student submits a thesis prospectus for approval, and registers for thesis credit.

Timeline for Final Submission of the Thesis

- Submit final draft to committee 8 weeks before the semester ends
- With the committee's approval, schedule the thesis defense
- Notify Graduate Studies at least 2 weeks prior to the defense of the date, time, place and title of the defense
- After the defense, the committee chair will inform the student of the committee's decision and any requested revisions.
- After submission and review of any requested revisions, work accepted by the committee will receive final administrative approvals and be published. The committee chair in coordination with Graduate Studies will initiate the process to file, release or secure the accepted work.

Thesis Components (format and page numbers designated by the program of study)

- Preliminary pages
- Title page
- Abstract
- Table of contents
- List of tables/illustrations
- Text
- References
- Appendices
- Bibliography
- Footnotes
- Maps, graphs, and photos
- Non-plagiarism Affirmation
- Generated During Electronic Submission Process To Graduate Studies
 - Page for committee, dean and director signatures and dates
 - Thesis Publishing Page

Additional details can be found in the Thesis section of the MSU Billings graduate catalog: <https://catalog.msubillings.edu/graduate/graduate-programs-admissions/>

Electronic Thesis Submission Process

Complete any requested revisions for committee review and secure approval.


Submitting final thesis and requested supporting information using the link found here:

<https://www.msubillings.edu/grad/forms.htm>

Supporting information includes:

- keywords or phrases concerning the subject of the thesis (256 character max)
- name, title and email address for all thesis committee members
- Be sure your thesis includes the Non-plagiarism Affirmation page

START



montana state university
BILLINGS
Graduate Studies
Thesis Publishing Page

Name:

Title:

Keywords or Phrases concerning subject of thesis (separated by commas, 256 character max):

The recommendation of the thesis committee is to
☐ File the entire work, which includes any supplementary material within the department to be available upon request.
☐ Release the entire work, which includes any supplementary material, immediately for access worldwide.
☐ Secure the entire work, which includes any supplementary material, for patent and/or proprietary purposes for a period of one year. At the end of the one-year secure period, the work will be released for access worldwide.

Approvals:
Chair of the Thesis Committee
Student
Department Chair
College Dean
Graduate Studies Director
Received by Graduate Studies
Received by MSU Billings Library

THESIS TIMELINE/CHECKLIST

ONE YEAR PRIOR TO INTENDED DATE OF GRADUATION

- ☐ Meet with advisor; declare intent to do a thesis
- ☐ Submit prospectus to advisory committee for approval and register for thesis class
- ☐ Submit approved prospectus to Office of Graduate Studies to be placed in student file In
- ☐ consultation with advisor, develop thesis
- ☐ Submit Human Subjects Protocol to the Office of Graduate Studies with Thesis title and committee names.
- ☐

SEMESTER PRIOR TO DEFENSE

- ☐ Student submits draft to advisor and committee for critique

EIGHT WEEKS PRIOR TO DEFENSE

- ☐ Final draft submitted to thesis committee to check format

FOUR WEEKS PRIOR TO DEFENSE

- ☐ With the committee approval, student and advisor schedule the thesis defense, secure the room/ necessary electronics and notify the Graduate Studies Office who will publicize the defense date, title, and location\

ONE WEEK PRIOR TO DEFENSE

- ☐ Committee members have a copy for review

AFTER DEFENSE

- ☐ After submission and committee review of any requested revisions, student initiates final approvals and library cataloging by submitting their final thesis and requested supporting information using the link available on the graduate studies website.