

## 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: <a href="https://catalog.msubillings.edu/graduate-programs-admissions/">https://catalog.msubillings.edu/graduate-programs-admissions/</a>

## **Electronic Thesis Submission Process**

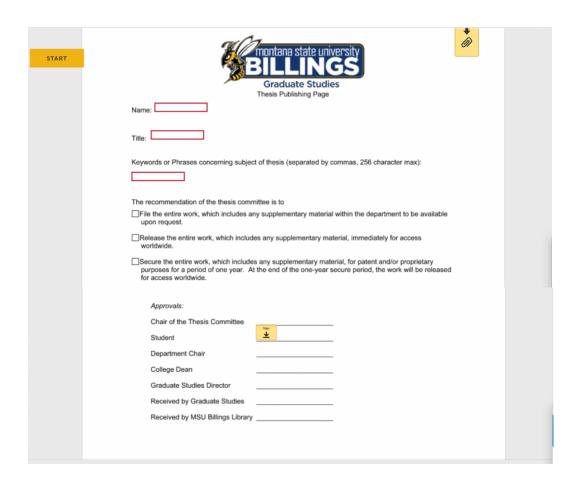
Complete any requested revisions for committee review and secure approval.

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



## 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.
SEMES	STER 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 W	VEEK 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