

STEPS IN THE DEVELOPMENT OF A THESIS

1. **Consider topics of interest.** Read about your topic and prepare to discuss it in [NMETH 520](#).
2. **Select a topic of interest.** Propose your plan for conducting the Thesis in [NMETH 530](#).
3. **Select a Supervisory Committee Chair.** The Chair must be a graduate faculty member with expertise in the topic of interest. The student works closely with the Chair to develop, conduct, and present the Thesis.
 - Students initiate the selection of their Supervisory Committee Chair.
 - Set an appointment with the faculty member to discuss the topic, form an acquaintance, and explore a possible Chair agreement.
4. **With your thesis advisor, discuss competencies for evaluating your Thesis by the supervisory committee.** Identify the substantive content and methodology of your Thesis.
5. **Form the remainder of your [Supervisory Committee](#).**
6. **Develop your Thesis Proposal.** With your Chair:
 - Establish a timeline for your work.
 - Establish a schedule of regular appointments with the Chair to enhance progression according to your identified time frame for completion.
 - Use the [Structural Outline of a Research Proposal](#) guidelines to develop your proposal.
 - Determine when to share a proposal draft with the committee's other member(s).
 - ◆ Committee members do not expect to get materials from the student unless the Chair agrees that this should occur.
 - ◆ If a committee member has expertise in specific topics or methods, you may wish to share a proposal draft in the early stages of its development.
 - Notify committee members (other than the Chair) that they are to expect something from you about two weeks before its arrival so they can plan for it in their workload.
 - ◆ Expect a one-week turnaround time.
 - ◆ Committee members send their responses directly to your Chair, who will arrange for an appointment with you to go over the comments.
 - ◆ In the event of disagreement by committee members, the members themselves work this out, and the Chair has binding decision power.
 - Edit and finalize your Thesis Proposal.
 - Prepare a [Thesis Proposal Title Page](#) according to the [ETD Formatting Guidelines](#).
7. **Finalize your initial paperwork.** Once your committee has been formed and your Thesis Proposal is approved, three documents must be completed and signed electronically:
 - [Faculty Agreement to Serve on Supervisory Committee form](#)

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- [Thesis Proposal Title Page](#)
 - [Use of Human and Animal Subjects for Theses Form.](#)
 - ◆ Students will complete all necessary information (other than signatures) on all three documents.
 - ◆ Once the documents are ready to be signed, students will email all three to uwcipct@uw.edu
 - ◆ Program Staff will gather electronic signatures from the student, Supervisory Committee members, and faculty advisor.
 - ◆ Program Staff will file initial paperwork with Student and Academic Services (SAS).
8. **Complete the scholarly activities.** Students will register for [NMETH 700](#) Master's Thesis.
- Contact uwcipct@uw.edu for the registration codes.
 - Working primarily with your Chair, collect your data and begin analysis.
9. **Complete [final quarter requirements](#),** including applying for your degree.*
10. **Take the Final Examination.** [The Final Examination](#) is the defense of the Thesis.
- Arrange your final examination with your committee during the quarter you expect to complete your Thesis.
 - All members of the Supervisory Committee participate.
 - The final examination may be written or oral; this decision is negotiated between the student and the committee members.
 - ◆ If your examination is written, it will consist of a special examination written by the committee; the Thesis itself may not be considered the final examination.
 - ◆ If your examination is oral, you will present your research to your committee members and other interested persons. Questions will be addressed to you by those in attendance. The exam will last approximately one hour.
11. **Finalize your final paperwork.** When the final examination has concluded, and the student has been awarded a passing grade;
- Program Staff will gather electronic signatures from the student, supervisory committee members, and faculty advisor on the following forms:
 - ◆ [Master's Supervisory Committee Approval Form.](#)
 - ◆ Application for degree (Committee Signature Form),*
 - ◆ Verification of Degree form,* and
 - ◆ Signature page for the Thesis.
 - Students will email their Abstract to uwcipct@uw.edu
 - Program Staff will file final paperwork with Student and Academic Services (SAS) and send copies to the student.

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- Student and Academic Services (SAS) will send all final paperwork to the UW Graduate School.

12. **Upload Documents to the [UW ETD Administrator Site](#).** Thesis students must upload their documents before the quarterly deadline (the last day of the quarter at 11:59 p.m.).

- Abstract
- A PDF copy of your Thesis
- **Signed** [Master's Supervisory Committee Approval Form](#).

**Final quarter requirements are completed during the student's graduation quarter. It is not required for the final examination to occur during the student's graduation quarter.*