

Indiana University School of HPER Master's Thesis Steps Guide

Step 1 – Formation of Master's Thesis Committee

- Master's thesis students must have a faculty committee to guide them through the thesis process.
- Required form: **Nomination of Master's Thesis Committee Form** Download at:
 - www.hper.indiana.edu/academics/forms/index.shtml.
- Signatures of three master's thesis committee members are required. ♦The master's thesis committee chair and the two other members must all have graduate faculty status.
- The completed form must be submitted to the graduate recorder in HPER Room 115 for final approval by the executive associate dean.
- *Important Note:* Enrollment in master's thesis credit hours is not permitted until the Nomination of Master's Thesis Committee Form has been officially approved.

Step 2 - Thesis Proposal

- Master's thesis students present a research proposal during a meeting open to faculty and students.
- Required form: **Application To Schedule a Graduate Student Meeting Form** Download at:
 - www.hper.indiana.edu/academics/forms/index.shtml.
- The student schedules the proposal meeting date and time with the thesis committee members and then submits the form to the secretary for the executive associate dean in HPER Room 115. The secretary finds a meeting room and notifies the student and committee members of the room location and confirms the meeting date and time.
- At least two weeks before the scheduled proposal meeting, the chair and student must submit a one-page announcement / abstract of the proposal meeting with the date, time, and location of the meeting to the secretary for the executive associate dean in HPER Room 115. Announcement examples can be viewed in HPER Room 115.
- If human or animal subjects are to be used in the research, an approved IRB clearance form for their use must be obtained and a copy must be given to the graduate recorder to place in the student's file before any research data may be collected. Approval may be obtained before or after the proposal meeting.
- Information on the use of human or animal subjects in research may be found at:
 - <http://researchadmin.iu.edu/HumanSubjects/>.

Step 3 - Final Thesis Defense

- The final oral examination in defense of the thesis is a public meeting conducted by the candidate's thesis committee.
- Required form: **Application To Schedule a Graduate Student Meeting Form** Download at:
 - www.hper.indiana.edu/academics/forms/index.shtml.
- The student schedules the thesis defense date and time with the thesis committee members and then submits the form to the secretary for the executive associate dean in HPER 115 at least five weeks in advance of the thesis defense date. The secretary finds a meeting room and notifies the student and committee members of the room location and confirms the date and meeting time.
- No later than four weeks before the thesis defense date, the chair and student must submit a one-page announcement/abstract of the thesis defense meeting with the date, time, and location of the meeting to the secretary for the executive associate dean in HPER 115. Announcement examples can be viewed in HPER Room 115.

Step 4 - Application for Graduation

- Form: **Application for Graduation Form** at: www.hper.indiana.edu/academics/forms/index.shtml.
- The proposed graduation date should coincide with submission of the following items to the director of academic program administration in HPER 115: a) MS Word Document of the thesis. b) paper acceptance page, with signatures of each master's thesis committee member. c) a paper, permission to publish form signed by the student, which permits us to publish the thesis on the IU ScholarWorks Website. The permission form may be found at: www.hper.indiana.edu/academics/forms/index.shtml.
- Graduation dates occur in May, June, August, and December of each year. Graduation ceremonies occur in May and December. Students completing requirements in May, June, and August may attend the May graduation ceremony. Those completing requirements in December may attend the December graduation ceremony.