Appendices

Required Forms/Documents

- Graduate Student Matriculation Process
- Degree Plan
- Application for Admission to Candidacy
- Approval of Thesis Title
- Request for Approval of Faculty for Thesis Committee
- Use of Research Subjects, Models, or Materials
- Request to Schedule Thesis Defense
- Petition for Change of Course
- Petition for Change in Academic Status
- Petition to Change Major within the Graduate School
- Application for Acceptance of Transfer Credits
- International Student Certification of Finances Guidelines
- Reference Form for Degree Programs
- Request to Update Application for Admissions
- Guidelines for Preparing the Thesis
- Application Process and Form for Graduation
- The Graduate Assistant Guide, Department of English
GRADUATE STUDENT MATRICULATION PROCESS

MASTER’S DEGREE STUDENTS – THESIS

STEP 1  Degree Plan

STEP 2  Admission to Candidacy – Master’s Students

STEP 3  Thesis Title Approval

STEP 4  Thesis Committee Approval

STEP 5  Thesis Abstract Approval
          October 30th (Fall) – next year
          March 15th (Spring) – next year
          April 30th (Summer) – next year

          a. Must be approved by Graduate Dean
          b. Must be assigned outside Committee Member

STEP 6  Schedule Thesis Defense
          a. Must be scheduled two (2) weeks prior to defense
          b. Must be approved by all Committee Members
          c. Submit to Graduate School

STEP 7  Oral Defense and Draft Copy of Thesis
          a. October 30th (Fall) – Must submit results and draft to
             Graduate School
          b. March 30th (Spring) – Must submit results and draft to
             Graduate School
          c. June 30th (Summer) – Must submit results and draft to
             Graduate School

STEP    Final Manuscript (2 copies) Submitted for Binding
          a. November 30th (Fall) – Must submit to Graduate School
          b. April 30th (Spring) – Must submit to Graduate School
          c. June 30th (Summer) – Must submit to Graduate School

NOTES: Application for Graduation must be submitted before the deadline of the semester of
expected completion of requirements. Student must be enrolled when working on and/or
defending thesis. Student must be enrolled during semester of expected graduation.

All examinations and course requirements must be completed before starting thesis.
Texas Southern University
Graduate School

DEGREE PLAN

Date: ________________________

Name (print)

(Last) ____________________ (First) ____________________ (Middle) ____________________

Home Address

(Street) ____________________ (City) ____________________ (State) ____________________ (Zip Code) ____________________

Local Address

(Street) ____________________ (City) ____________________ (State) ____________________ (Zip Code) ____________________

Telephone ____________________ T# ____________________ Major ____________________

Degree desired ____________________ Date of Catalog used in preparing plan ____________________

COURSES TO BE TAKEN

A. UNDERGRADUATE DEFICIENCIES

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Grade</th>
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</table>

B. GRADUATE COURSE REQUIREMENTS

# of hours required in Core Courses _______ # of hours required in other Major Courses _______

Total Number of Hours Required for Completion of Degree _______

1. Core Courses (required)

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Grade</th>
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</tbody>
</table>

2. Electives

Number of hours to be taken in Elective Courses _______

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Grade</th>
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<th>Dept.</th>
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<th>Grade</th>
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</table>

C. MINOR COURSES

Number of hours required in Minor Courses _______
D. RESULTS OF EXAMINATIONS (Include Date Taken and Results)
   English Requirement
   Analytical Writing Score ___________ GRE Date ___________
   (indicate score)
   Analytical Writing Score ___________ GMAT Date ___________
   (indicate score)
   English 501 ___________ Date ___________
   Foreign Language (if required) ___________ Date ___________
   Qualifying (if required) ___________ Date ___________
   Comprehensive (if required) ___________ Date ___________

E. OTHER REQUIREMENTS (Indicate Date Met)
   Removed Conditional Status (if necessary) ___________ Date ___________
   Recommended for Candidacy ___________ Date ___________

F. THESIS REQUIRED YES NO

G. ALL DEGREE REQUIREMENTS MUST BE COMPLETED AND STUDENT MUST APPLY FOR
GRADUATION BY ___________ Semester/Year

I agree to fulfill the requirements for the master’s degree as stated in this degree plan.

_________________________  __________________________  (Date)
(Student Signature)        T-#11                      

DEGREE PLAN APPROVED BY (signature):
Program Advisor/Academic Advisor ___________________________ Date __________________
Program Coordinator/Dept Chair ___________________________ Date __________________
Dean, College/School ____________________________________ Date __________________
Dean, Graduate School ____________________________________ Date __________________

9-08-2014
STEP 2

APPLICATION FOR ADMISSION TO CANDIDACY (MASTER’S)

DATE ______________________

TO: DEAN OF THE GRADUATE SCHOOL

Please admit me to candidacy for the degree ___________ in ________________

My status with regard to university and departmental requirements is as follows (Answer “Yes” or “No” for each item):

1. Met the GRE/GMAT requirements
2. Satisfied the English requirement
3. Earned at least 12 semester hours of graduate work
4. Passed the qualifying examination
5. Passed the foreign language examination (if required)
6. Satisfied all admission requirements

Signature ______________________
(Applicant’s name)

______________________________
Print or Type Name

Applicants T# __________________

Phone Number __________________

Email address: __________________

CERTIFIED AND RECOMMENDED BY:

Program Adviser __________________

Head of Major Department _________________

Dean College/School __________________

APPROVED BY:

Dean, Graduate School __________________
STEP 3

APPROVAL OF THESIS TITLE

Date_________________________________

Student's Name________________________________ T-Number _______________________________

(Please Print)

Major ____________________________________

Degree Sought __________________________________

Thesis Title ___________________________________

__________________________________________

Student Signature __________________________________

Email address __________________________________

Phone Number __________________________________

Approved By:

Thesis Advisor _____________________________ (signature)

Head of Major Department _____________________________ (signature)

Dean, College/School ______________________________ (signature)

Filed in Graduate Office:

Dean, Graduate School _____________________________ (signature)

(updated 6-7-13)
REQUEST FOR APPROVAL OF FACULTY FOR
THESIS COMMITTEE

Date ____________________

TO: Dean of the Graduate School

FROM: ____________________ ____________________
Department Head (signature) Department

The following persons are recommended for appointment to the Examining Committee for

_________________________________ who is a candidate for the ________ in the
Student’s Name Degree

_________________________________

Email Address ____________________ Phone Number ____________________

TSU T# ____________________

Title of Thesis ____________________

List of persons recommended:

Graduate Faculty Name (Please Type or Print) Department

__________________________________
Thesis Advisor

__________________________________
Committee Member

__________________________________
Committee Member

__________________________________
Graduate School Representative

Action of Graduate Office:

( ) Approved ____________________ Dean, The Graduate School

(Updated 6-7-13)
USE OF RESEARCH SUBJECTS, MODELS OR MATERIALS
APPROVAL FOR PROPOSED DISSERTATION/THESIS PROJECT

Must be completed by all Master’s and Doctoral Students who are requesting approval for Thesis/Dissertation Committee, Title and Abstract before submission of the request to the Graduate School.

INSTRUCTIONS
☐ Answer questions 1-4 below by checking yes or no
☐ If the answer is yes to one or more of the questions below the masters/doctoral student must complete the relevant application
☐ At http://www.tsu.edu/about/administration/research/compliance/index.asp
☐ Upon obtaining the approval of the respective committee the chairperson(s) must provide a signature of approval.
☐ If the answers are no to questions 1-4 the faculty advisor must provide a signature of confirmation for items 5 or 6.

_________________________________________________________  ____________________________
Student’s Name                                      Degree    □ Ed.D.  □ Ph.D.  □ MA  □ MS

_________________________________________________________
Title of the Thesis/Dissertation

______________________________________________________________
Does the student’s dissertation/thesis project involve the use of any of the following subjects, models and/or materials?

1. Human Subjects: Committee for the Protection of Human Subjects (CPHS)  □ YES  □ NO

2. Animal Model: Institutional Animal Care and Use Committee (IACUC)  □ YES  □ NO

3. Radioactive Materials*: Radiation Safety Committee (RSC)  □ YES  □ NO

4. Recombinant DNA: Recombinant DNA Safety Committee (RDSC)  □ YES  □ NO

5. Nonuse of Items Above: I confirm the student will not use any of the subjects, models, or materials listed in items 1-4 above.

_________________________________________________________  ____________________________
(Faculty Advisor Printed Name)                        (Faculty Advisor Signature)

6. Previous Protocol Approval: I confirm that the exact protocol the student will be using has been approved by the respective committee in items 1-4 and that the approval has not expired. Please see the attached protocol and approval letter.

_________________________________________________________  ____________________________
(Faculty Advisor Printed Name)                        (Faculty Advisor Signature)

Updated 11-5-2014
REQUEST TO SCHEDULE THESIS DEFENSE

Date ______________________

TO: Dean of the Graduate School

FROM: ____________________________ ____________________________
       Department Head (signature) Department

______________________________ ____________________________
Name of Student T-Number

Email address ____________________________ Phone number ____________________________

The candidate has met all requirements for the degree except for the thesis.

Chairman Committee ____________________________ Name ____________________________ Signature

Members of Committee:
Graduate Faculty Name (Please Type or Print)

______________________________ ____________________________
Name Signature

______________________________ ____________________________
Name Signature

______________________________ ____________________________
Name Signature

______________________________ ____________________________
Name Signature

Title of Thesis ____________________________

______________________________ ____________________________

Proposed Examination Date: ____________________________

Semester: ____________________________

Time: ____________________________

Place: ____________________________

Action of Graduate Dean:

Approved □ ____________________________ Dean, The Graduate School
PETITION FOR CHANGE OF COURSE

Date ____________________

I wish to receive credit for the following graduate course(s) towards the Master of ________________ degree in the Department of ________________________.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Semester Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

The course(s) will be substituted for the course(s) listed on my degree plan as indicated below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Semester Hours Credit</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Student's Signature

Student's Name (Print/Type)

Student's Mailing Address

City/State/Zip Code

T-Number

Approved By:

Adviser

Head of Department _________________________

Dean, College/School ________________________

Graduate Dean ____________________________
PETITION FOR CHANGE IN ACADEMIC STATUS

Date ______________________

Name ___________________________  T-Number _____________________________

Present Status and Major _____________________________

Admission Date ___________________________ (Semester/Year)

I herewith request reassignment to the following status or major

UNCONDITIONAL ☐

Present grade point average _________. Why do you wish to change your academic status?

________________________________________________________________________________

Statement of evidence of ability to perform satisfactorily if new status is approved (attach any supporting information). __

________________________________________________________________________________

________________________________________________________________________________

I acknowledge that the above information is accurate.

______________________________
Student's Signature

ACTION OF PRESENT DEPARTMENT HEAD OR DEAN OF MAJOR AREA

Approved ☐  Disapproved ☐

Department Head  Date

Dean, College/School  Date

ACTION OF DEAN OF GRADUATE SCHOOL

Approved ☐  Disapproved ☐

Dean, Graduate School  Date
PETITION TO CHANGE MAJOR WITHIN THE GRADUATE SCHOOL

I, ____________________________, wish to change my major from ____________________________ to ____________________________ for the following reason(s):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name (Please Print)

Name (Signature)

T-Number

Date

APPROVED BY:

Head of Department from which student is transferring

Head of Department to which student is transferring

Dean, College/School

Dean, the Graduate School

Student's e-mail: ____________________________
APPLICATION FOR ACCEPTANCE OF TRANSFER CREDITS

I wish to receive transfer credit for the following graduate course(s) towards the Master's or Doctoral degree in the Department

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course and Title</th>
<th>Grade (B or Better)</th>
<th>Institution at which courses were taken</th>
<th>Semester or Term Courses (s) were taken</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

I hereby certify that:

1. The above data are correct.
2. The above course(s) were taken for graduate credit. (Attach photocopy of transcript)
3. Official transcripts of the above courses are on file in the Registrar's Office.
4. I understand that I cannot receive transfer credit of more than 6 semester hours and that the six-year time limit applies.
5. I understand that approval of this request is contingent upon the validity of the preceding statements.

Student Name (Print) ____________________________ T# ____________________________

Student Signature ______________________________

Address _______________________________________

Required Signatures

Approved:

Program Adviser _________________________________

Department Chairperson __________________________

Dean of the College/School _________________________

Dean of the Graduate School ________________________

Date ____________________________ Contact Number ____________________________

Updated 02/06/09
International Student
Certification of Finances Guidelines

Please read prior to completing this form.

The purpose of the *Certification of Finances* is to help colleges and universities obtain complete and accurate information about the funds available to international applicants who want to study in the United States. Strict government regulations, rising educational costs, and economic conditions have made verification of financial resources of international applicants essential. Institutions do not have the option of deciding whether or not to verify the financial resources of their international applicants; financial verification must be made prior to institutional issuance of Certificates of Eligibility (Form I-20).

This form is designed to standardize financial information provided by applicants to colleges, universities, and United States consuls. By completing and returning this form to the college/university requiring it, an applicant, if admitted, may obtain that college's authorization and issuance of a Certificate of Eligibility (Form I-20).

The institution should attach a copy of this Certification to the Certificate of Eligibility. United States consuls scrutinize the statements of financial resources given by nonimmigrant visa applicants. This Certification will help such officials make their decisions and expedite visa issuance.

The space below lists student's expected annual budget.

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees**</td>
<td>$15,390.00</td>
</tr>
<tr>
<td>Books</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$9,660.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$450.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$29,000.00</strong></td>
</tr>
</tbody>
</table>

* 4% average annual increase
** Based on 30 semester hours per year for undergraduates

**Return this form directly to Texas Southern University.**
INTERNATIONAL STUDENT
CERTIFICATION OF FINANCES
CONFIDENTIAL

1. YOUR NAME
   Mr. 
   Mrs. 
   Miss 
   FAMILY (SurName) 
   GIVEN (Pprint) 
   MIDDLE

2. PERMANENT ADDRESS

3. MAILING ADDRESS
   (If different from above)

4. DATE OF BIRTH
   MONTH DAY YEAR

5. PLACE OF BIRTH (country)

6. COUNTRY OF CITIZENSHIP

7. EXPECTED VISA TYPE
   † Academic or language training (F)
   † Nonacademic vocational (M)
   † Exchange visitor (J)
   † Immigrant (P)
   † Diplomatic or Official (AorG)
   † Other (Specify)

8. Enter the expected amount of annual support from the sources listed below. Enter amounts in U.S. dollars. Please PRINT
all entries. Use an additional sheet of paper for explanations, if necessary.

<table>
<thead>
<tr>
<th>STUDENT'S SOURCES OF FUNDS</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>8a. PERSONAL OR FAMILY SAVINGS</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NAME OF BANK</td>
<td></td>
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<tr>
<td>A bank official's signature is required on the certification if the student is partially or totally supported by personal savings.</td>
<td></td>
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<tr>
<td>8b. PARENTS</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Money available from sources other than savings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FATHER'S NAME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOTHER'S NAME</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Please describe the source:</td>
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<td></td>
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<tr>
<td>8c. SPONSORS</td>
<td></td>
<td></td>
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<tr>
<td>Money available from sources other than parents.</td>
<td></td>
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<td></td>
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<tr>
<td>SPONSOR'S NAME</td>
<td></td>
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<tr>
<td>Please describe the source:</td>
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<tr>
<td>8d. YOUR GOVERNMENT</td>
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</tr>
<tr>
<td>NAME OF AGENCY</td>
<td></td>
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<tr>
<td>Enclose with this form a signed copy of your letter of award.</td>
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<tr>
<td>TOTAL</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

10. What is the present exchange rate of your country's currency to the U.S. dollar (for example, 3100 pesos = $1)? $1 = $1

11. Does your government currently impose restrictions on exchange and release of funds for study in the U.S.? † Yes † No
   If YES, describe restrictions.

12. Do you have a source for emergency funds once you arrive in the U.S.? † Yes † No
   If YES, name source. Amount available in U.S. dollars $  

13. How will you pay for your transportation to the U.S.? 

14. What is the total amount of money you expect to have when you arrive at this institution? U.S. $ 

15. Do you plan to remain in the U.S. during the summer? † Yes † No
   † Yes † No

16. What are the sources and amounts of support available to you during the summer? AMOUNT
   SOURCES: 
   U.S. $ 
   U.S. $ 
   U.S. $ 
   U.S. $ 
   U.S. $ 

18. A CERTIFICATE OF ELIGIBILITY (Form I-20) will not be authorized until this I certify that the information on this form is true, correct, and complete. I understand form is completed and returned to the institution to which you are applying. The that any misrepresentation may be cause for refusing or revoking admission. Institution will attach a copy of this form to your CERTIFICATE OF ELIGIBILITY. Both the form and certificate must be shown to the U.S. Consul to obtain a visa. SIGNATURE OF STUDENT

This is to certify that I have reviewed the declaration and attached documents, if appropriate, and approve issuance of a Certificate of Eligibility.

SIGNATURE OF COLLEGE OFFICIAL 
TITLE 

NAME OF INSTITUTION 
Texas Southern University
ADDRESS ___ 2500 Cleburne Street, Houston, TX 77004 

FOR OFFICE USE ONLY

SIGNATURE OF COLLEGE OFFICIAL 
TITLE 

DATE 

NAME OF INSTITUTION 
ADDRESS 

SIGNATURE OF COLLEGE OFFICIAL 
TITLE 

DATE 

NAME OF INSTITUTION 
ADDRESS 

SIGNATURE OF COLLEGE OFFICIAL 
TITLE 

DATE 

NAME OF INSTITUTION 
ADDRESS 

SIGNATURE OF COLLEGE OFFICIAL 
TITLE 

DATE
REFERENCE FORM for
MASTER'S/DOCTORAL DEGREE PROGRAMS

This form needs to be filled out by three separate references. (Please copy the form.)

TO BE COMPLETED BY APPLICANT

Applicant's Name:  (Last) (First)  (Middle)

Academic Program:

WAIVER OPTION: I hereby waive my right, granted under the Privacy Act of 1974, to examine this reference and understand that its contents will not be shared with me.

☐ Yes  ☐ No

TO BE COMPLETED BY PERSON GIVING REFERENCE

Name of Reference:

Position or Title:

Reference's Signature:  Date:

How long have you known the applicant?  In what capacity have you known the applicant?

Do you recommend the applicant for Master's/Doctoral study?  Master's  ☐ Yes  ☐ No  Doctoral  ☐ Yes  ☐ No

☐ Recommend without reservation  ☐ Recommend with reservation  ☐ Strongly recommend  ☐ Do not recommend

ON THE FOLLOWING SCALE OF 1 TO 5, PLEASE RANK THE APPLICANT
1 - Outstanding; 2 - Above Average; 3 - Average; 4 - Below Average; 5 - Unknown

Potential for significant development as an academic leader

Integrity and Reliability

Mastery of fundamental professional knowledge

Ability to understand and apply new ideas

Self-motivation and resourcefulness

Perseverance

Verbal communication skills

Written communication skills

Relationship with colleagues

Relationship with superiors

Personal appearance

Please provide statement about applicant's academic potential ability, strengths, and limitations.

Please send completed form to:
Dean of the Graduate School
TEXAS SOUTHERN UNIVERSITY
3100 Cleburne Street HH201
Houston, Texas 77004
E-mail: graduateadmissions@tsu.edu
Request to Update Application for Admission

Date ____________________

Name ____________________
(Print first and Last name)

T-Number/Social Security Number ____________________

Semester Applied/ Admission Date ____________________
(Semester/Year)

Program ____________________

I herewith request reassignment to the following semester and year.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Year)</td>
<td>(Year)</td>
<td>(Year)</td>
<td>(Year)</td>
</tr>
</tbody>
</table>

Student’s Signature ____________________

Student’s Phone number ____________________

Student’s Email ____________________
THE GRADUATE SCHOOL
TEXAS SOUTHERN UNIVERSITY
GUIDELINES FOR PREPARING THE THESIS

The following procedures are provided to give guidance to master's candidates in the preparation of theses for approval by the Graduate School of Texas Southern University. These procedures also incorporate the requirements established by Heckman Bindery, Inc., which will bind the final manuscript before it is placed in the Texas Southern University Library.

General Procedures

The master's candidate must submit for approval to the Graduate School Office a typed copy of the thesis by the deadline posted by the Graduate School. The Graduate School Office will review the draft and indicate corrections that must be made before submission of the final copy. The final copy of the thesis must be submitted error-free to the Graduate School Office by the deadline date set in the Graduate School calendar. A copy of the approved final draft of the thesis should be provided by the candidate to each member of the candidate's final oral examining committee including the Graduate School representative at least two weeks before the scheduled date of the examination. Also, the candidate should bring a copy of the final thesis draft to the Graduate School Office for a determination as to compliance with format guidelines.

The candidate must submit an original and one copy of the thesis signed by the candidate's advisor in black ink and the final approval form (ii) signed by all committee members. The approved unbound thesis must be delivered to the Graduate School Office in boxes at the time specified by the Graduate School calendar. The original and copy must be exact duplicates and the title page of each must be signed by the candidate's advisor in black ink. The final copies must be accompanied by the final approval form, signed by the members of the thesis committee. In addition, at the same time the candidate must deliver three copies, including one original, of an abstract of his/her thesis. See Exhibit E for the format of the abstract. The abstract must not exceed 350 words in length.

Format of the Thesis

The following guidelines must be followed relative to the format of the thesis. Candidates are advised to confer with the Graduate School Office relative to questions concerning the format of the thesis.

The thesis must be neatly and correctly prepared. The final draft should be read several times to eliminate all errors—typographical, punctuation or format, etc. The thesis will be bound without further proofreading. Therefore, it is absolutely necessary for the student to proofread the final draft to ensure that the copy is free of errors, properly organized and neatly prepared. Each student is responsible for submitting the final thesis to the Graduate School after he/she has thoroughly proofread the material and has made all necessary
Parts of the Thesis

The thesis should consist of the following parts: (1) the Preliminaries (preface pages), (2) the Text (manuscript), (3) Appendix, and (4) the Reference section. The following outline lists the order in which the thesis should be arranged.

1. Preliminaries (use small Roman Numerals)
   a. Title Page - not numbered but counted as (i) (see Exhibit A)
   b. Thesis Committee Approval Sheet (ii) (see Exhibit B)
   c. Copyright Page (not numbered)
   d. Table of Contents (iii) (see Exhibit C)
   e. List of Tables (with titles and page numbers)
   f. List of Illustrations (with titles and page numbers)
   g. List of Symbols (with appropriate legends)
   h. Vita (Exhibit D)
   i. Dedication and/or Acknowledgements

2. Text (Arabic Numbers)
   a. CHAPTER 1 - Introduction
   b. CHAPTER 2 - History and/or Literary Review or Related Literature
   c. CHAPTER 3 - Design of the Study
   d. CHAPTER 4 - Results and Discussion
   e. CHAPTER 5 - Summary, Conclusions and Recommendations
      (Type Chapter Titles in ALL CAPS)

3. Appendix (Arabic Numbers)
   a. Title of Appendix

4. References/Bibliography (Arabic Numbers)
   Bibliography (Campbell's format) or References (APA format)
   (for Natural Sciences – Turabian format)

5. Additional Documents Required
   a. Abstract of the Study

Typing the Thesis

The body of the thesis and the abstract must be double-spaced. Do not double-space footnotes, bibliographies, and tables (follow format prescribed by an authority). Long quotations should be single-spaced and indented at both margins. With this arrangement double quotation marks are not used, except in a series of quotation from different writers or to set off a quotation within a quotation.

Updated 9/2009
Typing Paper

White bond, 8½" x 11", opaque (original and copies 20 pound weight). The paper should be at least 100% cotton. Photocopy or Corrasable paper must not be used. Paper should be uniform throughout the thesis. Corrections or inserts in ink are not acceptable. The use of Ko-Rec-Type or Liquid Paper is not acceptable.

Type Face (font or elements)

The size and type face must be consistent throughout the thesis. Type size cannot be larger than 12 points. The type size can be 10 points in tables even though another type face is used in the main body of the thesis. Illustrations may be reduced photographically as needed. Laser Jet Printers should be used and checked for toner. Dot matrix printing is not acceptable.

Reproductions

Use a dry copying process with 20-pound bond paper with at least 100% cotton. No others are acceptable. The following types of reproduction may be used if prints are clear and black: Xerox, Mimograph, and word processing. For the Xerox and word processing process, 20-pound bond paper with at least 100 percent cotton must be used. Blueprints are not acceptable.

Spacing

The main body of the thesis must be double-spaced, except for footnotes, bibliographies and tables. Use indented margins for long quotations, this eliminates the use of double quotation marks, except for a series of quotations from different writers or to indicate a quotation within a quotation.

Margins

Using 8½ x 11 inch paper, a margin of at least one inch (1") deep must be provided for the upper (top), lower (bottom), and right-hand sides and a margin of one and one-half inches (1½") must be allowed for the left-hand side. Thus, the text and page number are within 6 x 9 inch area. These margins must be used throughout the manuscript. Pages which carry major headings or chapter titles should begin at least two inches (2") from the top. Justifying right-hand margin is not required. Do not leave large gaps within lines of text.

Page Numbers

Every page, except the Title Page and the Copyright Page must be numbered. The Title Page is counted but not numbered on the page. The Copyright Page is not counted nor numbered.

The following format must be used in numbering the pages of the thesis.

1. The section of the thesis which carries the preliminaries should be numbered using small Roman Numerals (e.g., ii, iii, iv) placed at the bottom center. Thus, the Thesis Committee Approval Page would be number (ii), the Table of Contents (iii), etc. (See Page 2 for format.)

2. Arabic Numbers are used for numbering pages of the text in the thesis. Every page must be numbered consecutively from 1 to the end of the thesis. Numbers are placed in the upper right-hand
corner within 1/4 inch of the top margin area. Pages which carry major headings and chapter titles are numbered at the bottom of the page centered. The position of the number should be consistently followed, as indicated above, for all pages including those which bear illustrations, tables, etc.

3. The thesis which requires two volumes should carry the same Title Page for both with the addition of the words "Volume II" to the Title of the second volume. Both Roman Numerals and Arabic Numbers should be used in the manner indicated above and these should follow consecutively those numbers of the first volume. Again, the Title Page of the second volume is counted but not numbered. Small Roman Numerals are used for the remainder of the preface pages in Volume II of the thesis. Thus, if "vi" is the last Roman Numeral used in Volume I, then the Title Page of Volume II would be counted (no page number typed) as "vii", etc. A Table of Contents should be included in Volume II.

Illustrations (Tables, Graphs, Charts, etc.)

All tables, graphs, plates, charts, etc., must bear numerical identification, as well as legends and captions. These should be labeled consecutively. For example, Figure 1 should be followed by Figure 2 (using Arabic Numbers). Plate I should be followed by Plate II (using Roman Numerals); and Table 1 should be followed by Table 2 (using Arabic Numbers), etc. Numerical identification should be typed outside the area of the data presented in the table or chart but within the 1/4 inch typing space. Arabic Numbers should be used for tables and figures, and Roman Numerals for plates, charts, maps, and graphs. Use the same style consistently for captions throughout the manuscript. Do not use a letter suffix, such as 7a, 8a, etc., for any tables, figures, equations, etc.

Descriptions of illustrations that are too long to be placed below the illustration should be placed on the preceding page, above the center of the page and labeled with the figure number. Such legend pages should be numbered at the bottom center and typed on the same quality of paper as used throughout the manuscript. Use abbreviated table captions or figure legends for listing in the preliminaries. If a table is continued on another page, a line should be drawn below the table only when it is completed. See authority's format for tables which are continued on more than one page.

Footnotes to Tables

Footnotes to tables should appear immediately below the tables, not at the bottom of the page with the text footnotes. Use small letters ('a', 'b', 'c', etc.) for footnotes to illustrations. Text footnotes usually carry Arabic Numbers. An asterisk may be used to footnote illustrations if none of the tables in the manuscript has more than one footnote. Double and triple asterisks may be used if it is a universal symbol applicable to a particular field of study.

Closely related figures should be listed as a unit on one plate. Arrange legends in inverted pyramid style either above or below the illustration. Consistency should be followed throughout in the placement of legends. Each figure in the plate should be labeled with a small letter.
Illustrations should be identical in all copies of the thesis; photographic processes of duplication should be used. Do not use blueprint or non-permanent duplication processes, such as those prepared by the ammonia process (e.g., Ozalex). Avoid using mounted illustrations; page size illustrations are preferred. If possible, legends should be a part of the photography. Other acceptable reproduction processes are: Xerox, Mimeograph, and word processing.

The ink should be opaque and black when used in the preparation of drawings and graphs. Avoid using color variation for the identification of various parts of a drawing. It is better to use lines and symbols.

Illustrative or tabular materials should be of a size that would conform to the 6 x 9 inch text dimensions. If necessary, photographic processes may be used to reduce illustrations to the proper size. In some cases, it may be necessary to use a foldout to extend the right side of an illustration. The material to be folded should be mounted on a regular sheet of 8½ x 11 inch paper, leaving the required margin of one and one-half inches on the left side, and placing the fold, one and one-quarter inches (1¼") from the right edge of the page. The page numbers should be placed on the mounting sheet. Illustrations smaller than 8½ x 11 inches must be mounted using a dry mounting process. Do not use transparent tape or staples for mounting illustrations.

Footnotes and Bibliographical/References List

The footnoting format should be consistent throughout the manuscript and conform to that of a standard, recognized authoritative reference, for example, a recognized professional journal, style manual, etc. The authoritative reference used for footnoting should also be the same as that used for reference citations or bibliographical references. Footnote references may be numbered consecutively throughout the manuscript or throughout each chapter. They may be placed in the body of the text or at the bottom of the appropriate page; these are better locations than at the end of chapters. Surnames of authors should be given first in bibliographies.

Use of Copyrighted Material

The thesis writer must assume full responsibility for his/her use of any copyrighted material in his/her manuscript. Written permission of the copyright owner must be obtained when extensive use is contemplated. "Extensive use" denotes more than 150 words in direct quotation from a single source.

Candidates should obtain permission to quote extensively from copyrighted materials. Such permission should be obtained from the author or from the publisher holding the copyright. Most likely authorization will be granted provided proper acknowledgement is given. However, some authors require payment for the use of extensive quotations from their copyrighted work.

Size of Thesis

If the thesis exceeds 400 pages, it will probably require binding in two volumes. If the thesis is
2½ inches or less in thickness when pressed down slightly it can probably be bound in one volume.

Abstract of the Thesis

An abstract is a summary of the thesis and should provide a brief synoptic overview of the contents of the thesis. The abstract should be written in essay form and include a statement of the problem, the procedure or methods used, results and conclusions; it should not exceed 350 words, about 2½ pages; most should be shorter. Do not use subheads, outlines, enumerations, or itemizations; nor should the abstract include tables, charts, diagrams, or footnotes. Mathematical formulas and other illustrative materials are not recommended for the printed abstract. The rules pertaining to margin size and page numbering previously described for the text should be followed in the abstract format (see page 3). The heading of the abstract should be arranged as indicated in Exhibit E of these guidelines.

Binding of Thesis and Abstracts

Every thesis accepted by Texas Southern University will be bound by Heckman Bindery, Inc. This action has been approved by the Graduate Council. The original and a copy of the thesis will be bound and stored in the Main Library of Texas Southern University. The candidate must arrange with an outside binding company and pay additional costs for binding copies of the thesis which are not submitted to the Graduate School Office.

Graduation Fees (with Thesis)

The graduation fee covers the cost of:

   Diploma
   Thesis Binding Costs (2 copies)
   Postage and Handling

Information to be Submitted to the Graduate School

1. Three (3) copies of abstract (one in each copy (2), one for the Graduate School)
2. Three (3) copies of vita (one in each copy (2), one for Graduate School)
3. Oral Examination Results (Thesis Defense)
4. Two (2) copies of the Signature Page (must be signed and included in each copy of the thesis.)
AN EVALUATION OF READING PROFICIENCY EXAMINATION

NORMS IN TWELFTH GRADE STUDENTS

THESIS

Presented in Partial Fulfillment of the Requirements for
the Master of Science Degree in the Graduate School
of Texas Southern University

By
Alphonso Rudolph Beasley, B.S.

Texas Southern University

2003

Approved By

Chairperson, Thesis Committee

Dean, The Graduate School

Exhibit B - Sample of Signature Page

Approved By
Exhibit C - Sample of Table of Contents Page

TABLE OF CONTENTS

Updated 9/2009
VITA

August 10, 1943 ...................................................... Born - Brooklyn, New York

1965 ................................................................. B.S., Southern University
Baton Rouge, Louisiana

1966-72 .............................................................. High School Music Teacher
Houston Public Schools

1974-76 .............................................................. Teaching Assistant
College of Education
Texas Southern University

Major Field ......................................................... Biology

*Page number may vary according to the length of the Table of Contents.

Exhibit E – Sample of Abstract Page

AN EVALUATION OF READING PROFICIENCY EXAMINATION
NORMS IN TWELFTH GRADE STUDENTS

Updated 9/2009
By
Alphonso Rudolph Beasley, M.S.
Texas Southern University, 2003
Professor Z. Daniel Nasely, Advisor

(Begin typing the abstract here, double-spaced; do not exceed 350 words.)

*If additional pages to abstract, page number should be in upper right corner.

Exhibit F – Format for Headings

CHAPTER HEADINGS

All Chapter Headings should be typed in all capital letters in the following pattern and

Updated 9/2009
centered on the page without punctuation. Use Arabic numbers for chapter titles.

CHAPTER 1

INTRODUCTION

CENTER HEADINGS (Sub-headings under Chapter Headings)

Sub-headings which are centered should be typed in upper and lower case letters, underlined and without punctuation such as:

Center Heading

SIDE HEADINGS

Sub-headings which are placed at the left margin should be typed in upper and lower case letters, underlined and without punctuation such as:

Side Heading

PARAGRAPH HEADINGS (Could be used in place of enumeration)

Sub-headings which are third level should be typed in upper and lower case letters, underlined, and with punctuation (you may use a period (.) or a colon(:) – but you must be consistent). They will be indented at the paragraph such as:

Paragraph Heading. (Text begins on the same line as the heading.)

*Headings may be typed in bold print.
1. Two (2) copies of thesis on 100% cotton, bond paper – 1 original and 1 copy.
2. One (1) additional copy of vita and abstract for the Graduate School.
3. All signatures of thesis committee members must be on page ii of the thesis.
4. Signature of Thesis Advisor must be on the Title Page.
5. Make sure the TSU guidelines have been followed completely before submitting the document for binding.
6. Use APA Style Manual or other approved authority for preparing the manuscript, tables, figures, references.
Candidate for Graduation for the MAY 2015 Commencement must file a formal application for graduation on or before Friday, February 6, 2015.

TO FILE AN APPLICATION FOR GRADUATION

A. Fill in the application completely and take it to the Chairperson of your major department for signature. DO NOT DETACH PAGES FROM THE APPLICATION

B. GO TO FINANCIAL AID OFFICE FOR EXIT INTERVIEW

C. Go to the Business Office, Bell Building – Basement and pay the graduation fees.

D. Return the application for graduation along with the receipt to the Graduate School for approval and processing.

E. Caps, Gown, and Invitations should be secured from the University Bookstore. Check the Bookstore immediately for deadline dates.

GRADUATION FEES:

<table>
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<th>Doctoral</th>
<th>Master’s (Non-Thesis)</th>
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<tr>
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<tr>
<td>Binding Fee</td>
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<td>Postage &amp; Handling</td>
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<td>Diploma Fee</td>
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<th>Master’s (with Thesis)</th>
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<td>Total Fee</td>
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NOTE: IF YOU DO NOT COMPLETE ALL REQUIREMENTS FOR GRADUATION THIS SEMESTER, YOU MUST RE-APPLY FOR GRADUATION AND PAY THE APPLICATION FEE AGAIN.

COLOR FOR COLLAR (HOOD)

<table>
<thead>
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<th>Arts (MA)</th>
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<tr>
<td>Business</td>
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<td>Science (MS)</td>
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<td>Urban Planning</td>
<td>Blue Violet</td>
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<tr>
<td>Pharmacy</td>
<td>Olive</td>
</tr>
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<td>Public Administration</td>
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<td>Education (M.Ed., Ed.D.)</td>
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<tr>
<td>Philosophy (Ph.D.)</td>
<td>Dark Blue</td>
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Updated 12/18/2014
APPLICATION FOR GRADUATION (Complete Entire Form)

To the Dean of the Graduate School

I hereby apply for graduation in May 2015 DEADLINE – FRIDAY, February 6, 2015

I am a candidate for the (Degree Expected) degree with a major in ___________________________. At the beginning of this semester, I had earned _____ semester hours of graduate credit toward the degree. This semester, I am registered for _____ semester hours and will register for _____ semester hours next semester or summer term. I have checked carefully the requirements for graduation in the ________ catalog of the Graduate School and I think that I shall be able to satisfy them by the specified date.

(Admit Year)

Thesis Required (Yes) _____ (No) _____

Dissertation Required (Yes) _____ (No) _____

I understand that I must complete all of the requirements in my degree program before the degree will be awarded.

Signature of Applicant __________________________________________ Male_____ Female _____

Please Print the Following

Name of Applicant ___________________________ (Last) ___________________________ (First) ___________________________ (Middle)

Indicate other last names possibly on file

Mailing Address ___________________________ Street Name or P.O. Box #

________________________________________ City State Zip Code Student T#

Contact Number ___________________________

Approved By __________________________________________ (Head of Major Department)

Undergraduate Institution ___________________________ Degree Earned _____ Year ______

ex. BA, BS

Graduate Institution ___________________________ Degree Earned _____ Year ______

(If Applicable - Doctoral Candidates) ex. MA, MS

Graduation Fee Paid On ___________________________ Receipt Number ___________________________ Certified By

(Date) (Bursar’s Office)

Financial Aid Approval ___________________________ Exit Interview ___________________________ (Date – Month/Day/Year)

(Representative of Financial Office)

Approved By __________________________________________ (Dean of the Graduate School)

Updated 12/18/2014
DEADLINE – FRIDAY, FEBRUARY 6, 2015

COMPLETE ALL ITEMS WITH SEMESTER AND YEAR

Student Name _________________________________________ Major _________________________________________

Degree Expected (M.A., M.S., MBA, M.Ed., EDD, PHD, MPA) _________________________________________

Admission Date ____________________ Re-Admission Date (if applicable) ____________________

Requirements Completed

1. Official Transcripts submitted from all colleges  Yes   No

2. GRE/GMAT

3. English Requirement (GMAT or GRE/AWS 3.5 or ENG 501-S)

4. Degree Plan Submitted

5. Qualifying Examination

6. Foreign Language Examination

7. Comprehensive Examination

8. Number of Hours Completed (to date)

9. Number of Hours needed to complete degree requirements

Transfer Credits from Other Institutions with Approval

(6-hr limit – Master’s; 15-hr limit – Doctoral)

Name of University Transferred Courses Taken____________________________________

List Course(s) Taken (Must request Official Transcript be sent from each institution to Graduate School)

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<th>Course No.</th>
<th>Grade (B or better)</th>
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This semester/term I am enrolled in the following course(s)

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Next Semester/term I will be enrolled in the following course(s)

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Student Signature _________________________________________ Date ____________________

Updated 12/18/2014