

Byrdine F. Lewis School of Nursing and Health Professions

Workflow Process for Thesis and Dissertation

*Departments: Nursing, Nutrition, Respiratory and
Physical Therapy,*

By: Byrdine F. Lewis School of Nursing and Health Professions Academic Dean
and Office of Academic Assistance

LG/jlr

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General Information:

School of Nursing requires only students obtaining PHD to submit a doctoral dissertation (Nurs 9990). Doctoral Nursing Program (DNP) requires Capstone Project (NURS 8998). No thesis required for the Master’s in nursing program.

Division of Nutrition offers students obtaining a master’s the option of completing a thesis (Nutr7999) or submitting a portfolio (Nutr 7990). No doctoral program is offered at this time.

Division of Respiratory Therapy requires students obtaining a masters has the option of completing either a thesis (RT 7999) or completing a none thesis (RT 7995).

Division of Physical Therapy offers Doctor of Physical Therapy (DPT) only and requires students to complete clinical internship I thru V. No dissertation is required and no master’s program is offered, at this time.

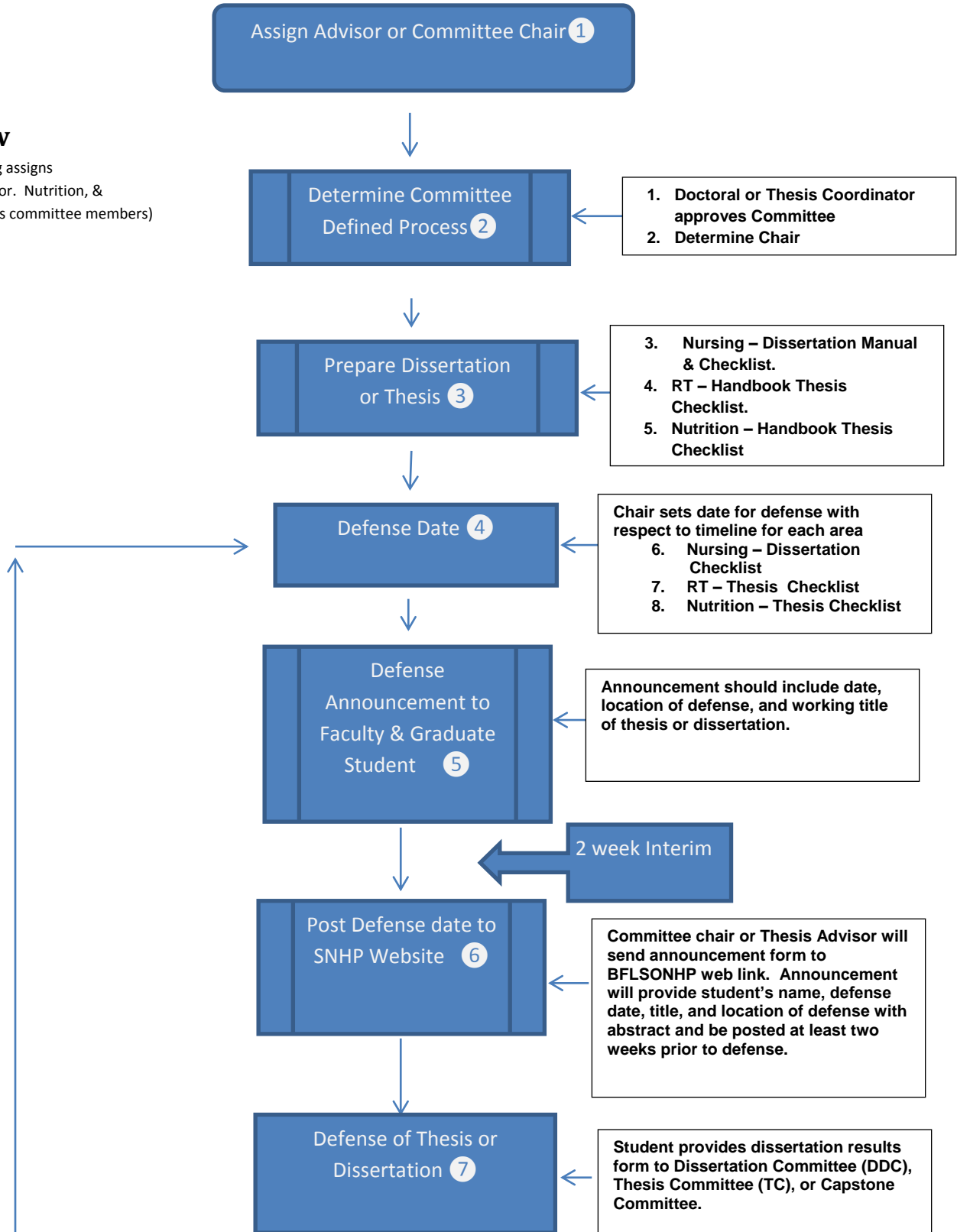
Workflow and Narrative:

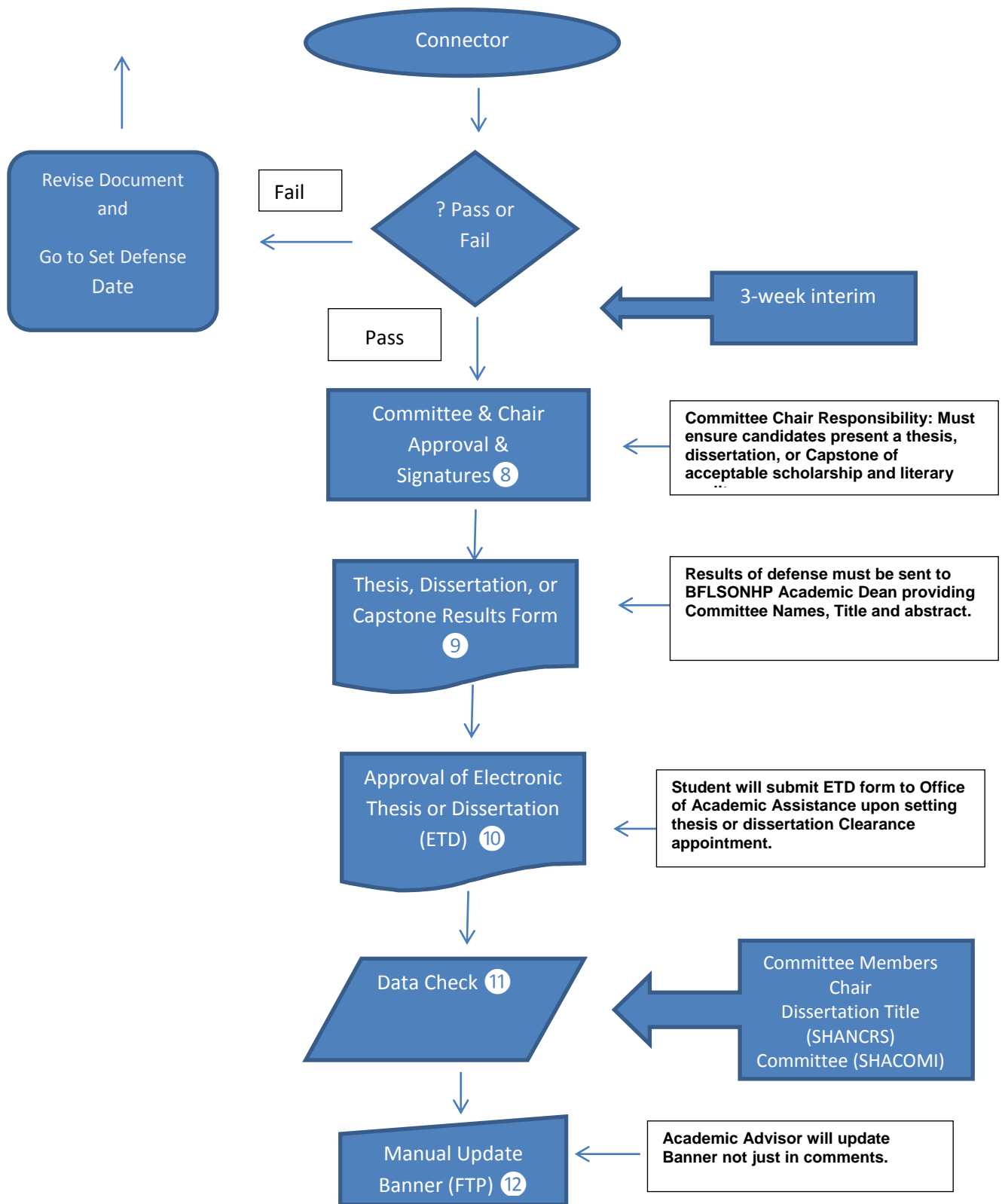
Provide a reference for faculty and staff for the thesis, dissertation, and capstone projects process. Should staff or faculty have additional questions, they may contact department thesis, doctoral or DNP coordinators for assistance.

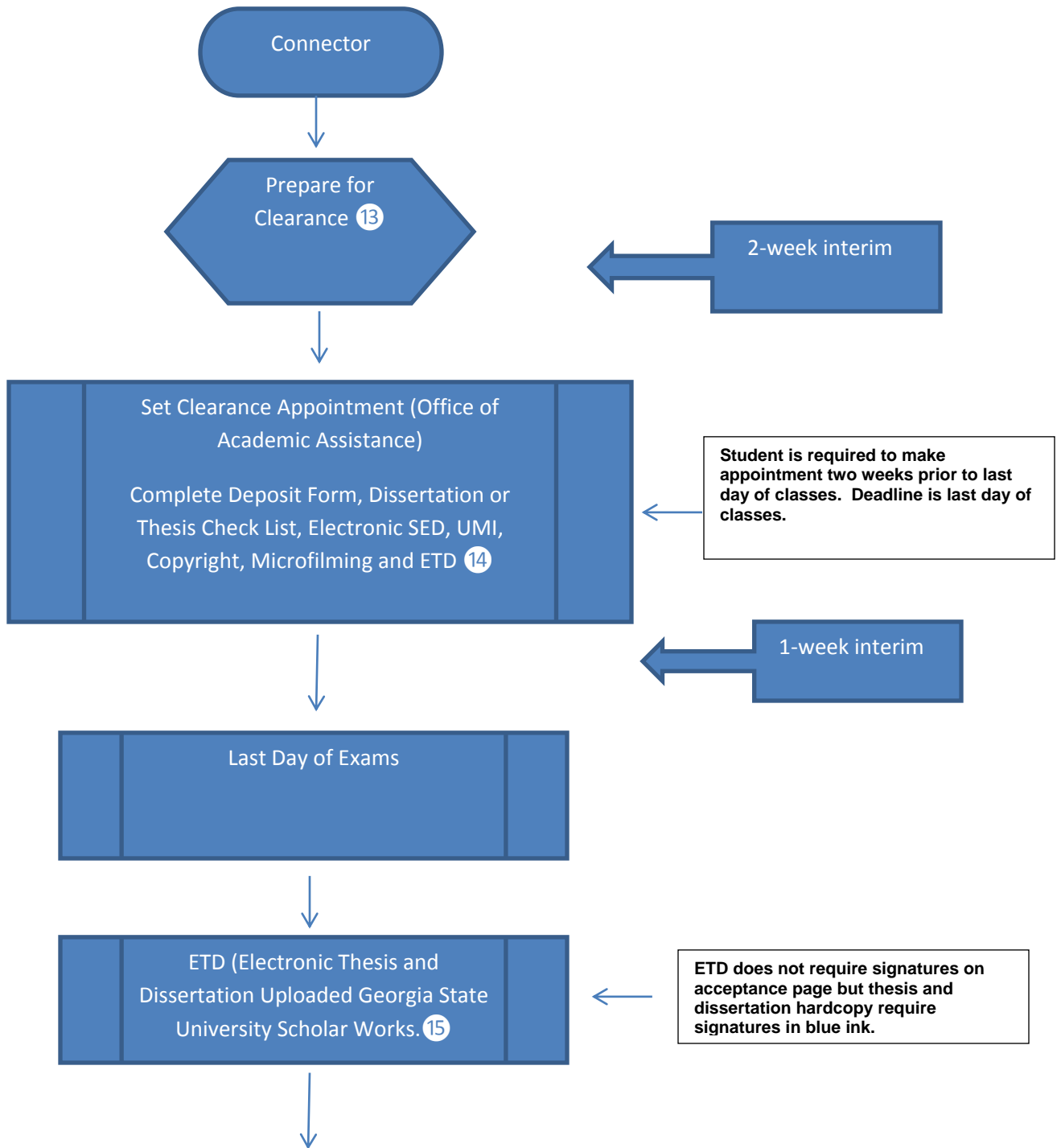
Nursing dissertation and DNP manuals or handbooks provide details. Nutrition or Respiratory student handbooks will provide detailed information for each area.

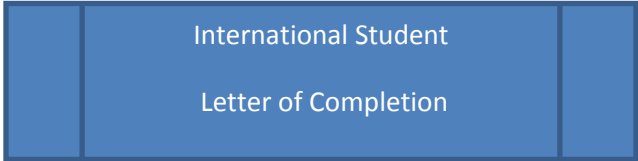
Workflow

Narrative: Nursing assigns Dissertation Advisor. Nutrition, & RT (Student selects committee members)









**Student should submit request
in writing to Office of
Registrar.**

Byrdine F. Lewis School of Nursing and Health Professions

Workflow Process for Thesis, Dissertation and Capstone Projects

Departments: Nursing, Nutrition, Respiratory and Physical Therapy

Purpose: To ensure compliance is maintained and to establish uniformity in the Byrdine F. Lewis School of Nursing and Health Professions for submitted thesis, dissertations and projects for all departments.

Thesis and Dissertation Requirements: All degree candidates must present a thesis or dissertation of acceptable scholarship and literary quality. Some non-thesis master's and doctoral degrees do not require a thesis or dissertation but instead require clinical or projects which are defined under each program.

The Doctor of Nursing Practice (DNP) program requires each student successfully defend the project proposal as well as the Final Project during the semester they are enrolled in NURS 8998.

Graduate handbooks or dissertation guidelines should be completed and revised in conjunction with the Office of Academic Assistance and Associate Dean of Academic Affairs. Dissertations, theses, and capstone projects must be submitted and approved by set deadlines to guarantee conferral of degree. The Academic Dean of the Byrdine F. Lewis School of Nursing and Health Professions will provide fall, spring, and summer timelines to ensure defense dates comply with student's intended graduation date. These dates will be posted on the Byrdine F. Lewis School of Nursing and Health Professions website.

Department thesis/doctoral/capstone advisor or committee chair assists students in meeting core-formatting requirements as well as coordinating thesis, dissertation, and capstone project review. The dissertation and thesis become permanent record of student's research and in the case of doctoral research, publication of the dissertation and abstract in its original form.

Doctoral Candidates: Are expected to complete all requirements for the doctoral degree, including filing the dissertation. Doctorate in Nursing Practice will complete a NURS 8998 Capstone and program requirements.

Master's Candidates: All requirements of the master's degree, including filing the thesis or capstone project.

Timeline:

Schedule provides guidance for students and committee chairs in setting defense dates to meet required deadlines for a student's graduation. Summer deadlines may change based on the needs of graduation office but students will be informed by committee chair or the Office of Academic Assistance if a change is required. Actual time line is on Byrdine F. Lewis School of Nursing and Health Professions website.

<http://snhp.gsu.edu/student-resources/thesis-dissertation-announcements/>

Committee Selection: Department of nursing assigns (dissertation) advisor for PhD who will assist student in the selection of committee members. DNP student is assigned advisor to provide guidance once accepted into the program. Also, will assist student in selection of committee members.

Nutrition and respiratory therapy allows student to select committee with committee chair responsible for final revision approvals.

Dissertation or Thesis Proposal Development: Developed by student and committee chair.

Defense Date: Date should be determined based on timeline provided by the Byrdine F. Lewis School of Nursing and Health Professions Dean of Academic Affairs. Each Graduate Program Coordinator or Doctoral Program Coordinator will ensure defense date is within the timeline if the student expected to defend and graduate within the same semester.

Notify the Office of Academic Assistance: Thesis, Doctoral, or Capstone Coordinators should send a list to the appropriate Office of Academic Assistance (OAA) – Advisor through e-mail providing defense date and student intended graduation date. If graduation date change is required, please inform OAA-Advisor and instruct student to submit change of graduation form to Georgia State University Graduation Office.

BFLSNHP Website Announcement: Two (2) weeks prior to the defense, the Thesis/Dissertation/Capstone Announcement, and abstract must be submitted to the link <http://chhs.wufoo.com/forms/dissertation-or-thesis-announcement>. The student and committee chair work together to submit the defense date with time, location, working title and student’s name. The two (2) week period will allow ample time for posting to the Byrdine F. Lewis School of Nursing and Health Professions website.

Defense Date Change: Announcement should be updated to the web link indicating the change and mailed with “Subject Line: Defense Announcement Changed Date (new date)” because of the urgency.

All yearly announcements are displayed on the Byrdine F. Lewis School of Nursing and Health Professions website and previous years will be archived.

Announcement Approval: Dissertation announcement for the Department of Nursing must be approved and signed by Doctoral Program Coordinator and Major Advisor before submitting. DNP capstone projects announcement must be approved by DNP Program Coordinator and submitted online at <http://snhp.gsu.edu/student-resources/thesis-dissertation-announcements/>

Health Professions must have Division Head of Nutrition or Respiratory Therapy before submitting thesis announcement.

Submission of defense announcement will be through web link. All attachments to be submitted with announcement should be uploaded.

Committee and Chair Approval Signatures: To ensure the quality of each dissertation or thesis, the appropriate signatures are required. These signatures confirm all requirements were met for the student.

Nursing Acceptance page:

Committee Chair and Members

Date:

Doctoral Program Coordinator

Assistant Dean of Nursing

Nutrition Acceptance page:

Committee Chair and Members

Date:

Respiratory Therapy Acceptance page:

Committee Chair and Members

Date:

Electronic Signatures: These signatures can be obtained by using EchoSign Adobe software. Only faculty and staff of the Byrdine F. Lewis School of Nursing and Health Professions serving on a defense committee may use the service. Also, staff and faculty will be required to sign an "[Electronic Signature -Usage Compliance Instructions](#)". Outside committee, members **not** employed by Georgia State University may use the service with a minimal cost applied.

Signature Process: If available, assigned department administrators will have access and will route document electronically for signature. The chair Committee members will receive an e-mail alerting them "you have a document requesting your signature". Committee members would be required to sign and it will be routed to the next member. The department administrator determines routing. The Office of Academic Assistance will be given overall administrative rights to run reports, ensure university and school compliance regarding users.

Defense (Pass or Fail): Results of thesis, dissertation, or capstone defense should be sent to the Byrdine F. Lewis School of Nursing and Health Professions Academic Dean and the OAA Advisor assigned for each department. You may inform the Office of Academic Assistance – Advisor through e-mail as a courtesy but "Thesis, Dissertation, or Capstone Results Form" must be included in the student's file and Office of Academic Assistance file.

Committee chair or thesis/doctoral/capstone advisor is responsible for ensuring all information is sent no later than (3) weeks after thesis/dissertation defense or capstone presentation. The Office of Academic Assistance will record information in Banner.

The student will be required to provide a copy of defense results for thesis or dissertation clearance to ensure they have passed. However if passed pending revisions, committee chair will be contacted to ensure all final revisions have been approved and asked to provide electronic PDF of manuscript.

Committee Chair Responsibility: Ensure candidates present a thesis or dissertation of acceptable scholarship and literary quality. In addition, the final electronic copy of student's manuscript should be reviewed and approved by signing the electronic thesis or dissertation (ETD) approval page.

Electronic Thesis or Dissertation Approval: This form should be in your dissertation manual or handbook and will be provided by the BFLSONHP, Office of Academic Assistance. Form must be signed by committee chair to confirm all changes have been made and approved. Student should provide signed form during thesis or dissertation clearance.

Banner Manual Updates: Academic Advisor will update Banner, not just comments, to capture required information for reporting purposes regarding thesis or dissertation for each department. It is the department and committee chair's responsibility to ensure information is correct before entering.

Appointment for Thesis or Dissertation Clearance: Student is required to make an appointment after he/she has received all committee and chair signatures, signed ETD approval form and uploaded thesis or dissertation in PDF format to Georgia State University Scholar Works. Deadline is the last day of classes in which the student is to graduate. Appointment is made through the office of Academic Assistants. Committee chair and thesis/doctoral/DNP coordinator will be contacted when student selects appointment after the last day of classes to avoid issues with graduation. This is in accordance with university policy [2.10.16 Electronic Master's Theses and Doctoral Dissertations](#).

ETD Upload: Does not require Acceptance Page with signatures in blue ink to be uploaded as February 2012.

Letter of Completion – International Student:

A letter of completion can be issued by the Georgia State University Graduation Office when a student completes all requirements toward their degree, but did not apply to graduate on time. To receive a Letter of Completion, please submit your request in writing to the Office of the Registrar, with your name, student ID number, academic college, and the name and address of the person or entity to whom it should be mailed.

Appendix A

Appointment of Committee – Health Professions

APPOINTMENT OF COMMITTEE

A student's Committee must consist of at least three (3) members: a major adviser/committee chairperson from the department who holds a doctoral degree; one member from the GSU faculty; and one member of the faculty of any institution of higher education or health-related agency.

STUDENT'S NAME	STUDENT ID NUMBER
ADDRESS	HOME TELEPHONE
CITY, STATE, ZIP	BUSINESS TELEPHONE
DATE ADMITTED	CONCENTRATION/SPECIALITY AREA

The following faculty members have agreed to serve on the above-named student's Graduate Committee.

MAJOR ADVISER / COMMITTEE CHAIRPERSON	DEPARTMENT	SIGNATURE	DATE
COMMITTEE MEMBER	DEPARTMENT	SIGNATURE	DATE
COMMITTEE MEMBER	DEPARTMENT	SIGNATURE	DATE
COMMITTEE MEMBER	DEPARTMENT	SIGNATURE	DATE
COMMITTEE MEMBER	DEPARTMENT	SIGNATURE	DATE

APPROVALS: Signatures below indicate approval of this Graduate/Thesis Committee.

DIRECTOR, GRADUATE PROGRAM	SIGNATURE	DATE
DEPARTMENT CHAIRPERSON	SIGNATURE	DATE

This form must be submitted following selection of the Graduate Committee. If changes are made in the composition of this Committee (generally as the thesis is begun) a new form must be filed.

File Copies: Student Department File
 Created 11/3/97; approved 7/98; revised 6/03; 1/12

Appendix B

Approval of Thesis Prospectus – Health Professions

To:	
From:	Thesis Committee Chairperson

Re: APPROVAL OF THESIS PROSPECTUS

STUDENT'S NAME	STUDENT ID NUMBER
ADDRESS	HOME TELEPHONE
CITY, STATE, ZIP	BUSINESS TELEPHONE
DATE ADMITTED	CONCENTRATION/SPECIALITY AREA

The Committee of the above-named graduate student has approved a thesis prospectus entitled:
--

A copy of this prospectus or proposal is attached.

APPROVALS: Signatures below indicate approval of the attached prospectus or proposal.

MAJOR ADVISER/COMMITTEE CHAIRPERSON	DATE
COMMITTEE MEMBER	DATE
COMMITTEE MEMBER	DATE
COMMITTEE MEMBER	DATE
DIRECTOR, GRADUATE PROGRAM	DATE
DEPARTMENT CHAIRPERSON	DATE

File Copies: Student Department File
 Created 11/3/97; approved 7/98; revised 1/00; 6/03; 1/12

Appendix C

Thesis Announcement – Health Professions

Thesis Announcement

From:	Division Head
Cc:	Graduate/Doctoral Program Coordinator Office of Academic Assistance Advisor

RE: Defense Date

<input type="checkbox"/> Health Professions – Nutrition Thesis <input type="checkbox"/> Health Professions – Respiratory Therapy - Thesis
--

Student Name:	Date: (i.e. January 23, 2012)	Time: (AM/PM)
Location:	Room#:	Thesis Chairperson:
Thesis Title:		
Abstract:		

Signature Division Head- Nutrition:	Signature Division Head:- Respiratory Therapy:
Committee Member	Committee Member
Committee Member	Committee Member
Committee Member	Committee Member

This form should be sent to web coordinator after approval from Division Head Nutrition/Respiratory Therapy.
 Created 1/31/2012, approved

Appendix D

Results of Thesis Defense – Health Professions

RESULTS OF THESIS DEFENSE

To:	Associate Dean of Academics, SNHP
From:	Thesis Committee Chairperson -
Cc:	Graduate Program Coordinator Office of Academic Assistance Advisor

RE: Results of Thesis Defense

STUDENT'S NAME	STUDENT ID NUMBER
ADDRESS	HOME TELEPHONE
CITY, STATE, ZIP	BUSINESS TELEPHONE
DATE ADMITTED	GRADUATE TRACK

THE ABOVE NAME CANDIDATE DEFENDED A THESIS ENTITLED:

THE FOLLOWING RESULTS ARE REPORTED:	<input type="checkbox"/> Successfully Defended
	<input type="checkbox"/> Successfully Defended Pending Revisions
	<input type="checkbox"/> Unsuccessful

COMMENTS:

APPROVALS: Signatures below indicate acknowledgment of results reported above.

STUDENT'S SIGNATURE	DATE	COMMITTEE MEMBER	DATE
MAJOR ADVISER/COMMITTEE CHAIRPERSON	DATE	COMMITTEE MEMBER	DATE
COMMITTEE MEMBER	DATE	COMMITTEE MEMBER	DATE

File Copies: Student Department File and Office of the Associate Dean for Academic Affairs
 created 11/3/97; approved 7/98; revised 1/00; 06/03; 1/12

Appendix E

Doctoral Advisory Committee Appointments – Nursing

DOCTORAL ADVISORY COMMITTEE APPOINTMENTS FORM

The Doctoral Advisory Committee (DAC) assists the student in planning an appropriate program of study, identifying residency activities, and constructs, and administers the comprehensive examination.

The DAC chair and committee members should be selected as soon as feasible, but no later than the accrual of 18 credits of course work, or one calendar year, from the undertaking of course work, whichever comes first. There will be a minimum of three committee members: a major advisor, one committee member from the School of Nursing, and non-nursing committee member from outside the School of Nursing.

STUDENT NAME

PANTHER ID NUMBER

DATE ADMITTED

AREA OF CONCENTRATION

The following faculty members have agreed to serve on the above named student's Doctoral Committee:

MAJOR ADVISOR/COMMITTEE CHAIRPERSON

SIGNATURE

DATE

COMMITTEE MEMBER,

SIGNATURE

DATE

COMMITTEE MEMBER,

SIGNATURE

DATE

COMMITTEE MEMBER,

SIGNATURE

DATE

COMMITTEE MEMBER,

SIGNATURE

DATE

APPROVALS: Signatures below indicate approval of this Doctoral Advisory Committee.

Doctoral Program Coordinator

SIGNATURE

DATE

Submit this form to the Doctoral Program Coordinator.

Appendix F

Doctoral Dissertation Committee Appointments Form – Nursing

**DOCTORAL DISSERTATION COMMITTEE APPOINTMENTS FORM
 GEORGIA STATE UNIVERSITY
 BYRDINE F. LEWIS SCHOOL OF NURSING**

The Dissertation Committee will guide the student during the dissertation process and will judge the acceptability of the dissertation. There will be a minimum of three committee members: a major advisor, one committee member from the School of Nursing, and one non-nursing committee member from outside the School of Nursing. The Chair of the committee must hold full graduate faculty status.

Student's Name: _____ Panther ID Number: _____

The following faculty members have agreed to serve on the above named student's Dissertation Committee.

Major Advisor/Committee Chairperson	Signature	Date
Committee Member, School of Nursing	Signature	Date
Committee Member, Department	Signature	Date
Committee Member, Department	Signature	Date
Committee Member, Department	Signature	Date

Approval: Signatures below indicate approval of this Dissertation Committee.

Doctoral Program Coordinator	Signature	Date
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Submit this form to the Administrative Coordinator for the PhD Programs

Appendix G

Approval of Dissertation Proposal Form – Nursing

**APPROVAL OF DISSERTATION PROPOSAL FORM
GEORGIA STATE UNIVERSITY
BYRDINE F. LEWIS SCHOOL OF NURSING**

TO: _____
Doctoral Program Coordinator

FROM: _____
Major Advisor

_____ Date

_____ Student's Name

_____ Panther ID Number

_____ Date Admitted

_____ Area of Concentration

The Doctoral Committee of the doctoral student named above has approved a dissertation proposal entitled:

A copy of this proposal is attached.

Approvals: Signatures below indicate approval of the attached dissertation proposal and recommendation to candidacy for the Ph.D. Degree.

_____ Major Advisor

_____ Date

_____ Committee Member

_____ Date

_____ Committee Member

_____ Date

_____ Committee Member

_____ Date

_____ Committee Member

_____ Date

_____ Doctoral Program Coordinator

_____ Date

Submit this form to the Doctoral Program Coordinator.

Appendix H

Change in Doctoral Committee Appointments Form – Nursing

**CHANGE IN DOCTORAL COMMITTEE APPOINTMENTS FORM GEORGIA STATE UNIVERSITY
BYRDINE F. LEWIS SCHOOL OF NURSING**

TO: _____
Doctoral Program Coordinator Date _____

FROM: _____
Doctoral Student

RE: (Check One) Change in: Doctoral Advisory Committee Appointments
 Change in: Dissertation Committee Appointments

Student's Name: _____

<u>Previous Committee</u>	<u>New Committee</u>
_____ Major Advisor	_____ Major Advisor
_____ Committee Member	_____ Committee Member
_____ Committee Member	_____ Committee Member
_____ Committee Member	_____ Committee Member
_____ Committee Member	_____ Committee Member

Signatures below indicate approval of this new Doctoral Committee.

Major Advisor _____ Date _____

New Committee Member _____ Date _____

New Committee Member _____ Date _____

New Committee Member _____ Date _____

New Committee Member _____ Date _____

Doctoral Program Coordinator _____ Date _____

Appendix I

Dissertation Defense Announcement – Nursing

To:Web Coordinator
From: Committee Chair/Major Advisor

**GEORGIA STATE UNIVERSITY
BYRDINE F. LEWIS SCHOOL OF NURSING
Dissertation Defense or Capstone Announcement**

Student Name	Date	Time	Place
Title of the Study			
Dissertation Committee Member	Department	College	
Dissertation Committee Member	Department	College	
Dissertation Committee Member	Department	College	
Dissertation Committee Member	Department	College	
Major Advisor	Signature	Date	
Doctoral Program Coordinator	Signature	Date	

ABSTRACT

[Original form may be obtained from Office of Records and Information or the Byrdine F. Lewis School of Nursing website]

This form should be sent to web announcement link upon receiving all signatures.

Appendix J

Results of Defense – Nursing

RESULTS OF DISSERTATION DEFENSE OR CAPSTONE

To:	Associate Dean of Academics, SNHP
From:	Doctoral Committee Chairperson -
Cc:	Doctoral Program Coordinator Office of Academic Assistance Advisor

RE: Results of Thesis Defense

STUDENT'S NAME	STUDENT ID NUMBER
ADDRESS	HOME TELEPHONE
CITY, STATE, ZIP	BUSINESS TELEPHONE
DATE ADMITTED	GRADUATE TRACK

THE ABOVE NAME CANDIDATE DEFENDED A DISSERTATION ENTITLED:

THE FOLLOWING RESULTS ARE REPORTED:	<input type="radio"/> Successfully Defended
	<input type="radio"/> Successfully Defended Pending Revisions
	<input type="radio"/> Unsuccessful

COMMENTS:

APPROVALS: Signatures below indicate acknowledgment of results reported above.

STUDENT'S SIGNATURE	DATE	COMMITTEE MEMBER Printed Name and Signature	DATE
MAJOR ADVISER/COMMITTEE CHAIRPERSON Printed Name and Signature	DATE	COMMITTEE MEMBER	DATE
COMMITTEE MEMBER Printed name and signature	DATE	COMMITTEE MEMBER	DATE

File Copies: Student Department File and Office of the Associate Dean for Academic Affairs
 Created 1/3/12

Appendix K

Electronic Thesis/Dissertation (ETD) Approval Page – Office of Academic Assistance

To:	Office of Academic Assistance - SNHP
From:	Committee Chairperson -
Cc:	Graduate or Doctoral Program Director

Subject: Electronic Thesis/Dissertation (ETD) Approval Page

<input type="checkbox"/> Thesis	<input type="checkbox"/> Dissertation	<input type="checkbox"/> Capstone/Project
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was prepared under the direction of the candidate's committee. It has been approved and accepted by all members of that committee, and it has been accepted in partial fulfillment of the requirements for the degree program of

<input type="checkbox"/> Nursing	<input type="checkbox"/> Nutrition	<input type="checkbox"/> Respiratory Therapy
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in the Byrdine F. Lewis School of Nursing and Health Professions of Georgia State University. A final revision has been reviewed in its electronic format and is now ready for uploading to the Georgia State University Scholar Works for the following student.

Student's Full Name		Student ID Number:
Committee Chairperson:	Program Advisor:	Defense Date:
Final Thesis/Dissertation Title:		

<p>Student Instructions:</p> <ul style="list-style-type: none"> E-mail Committee Chairperson electronic PDF file for final review before submitting to Scholar Works. Student will upload manuscript as PDF file to Georgia State University Scholar Works after final revisions are complete with approval by committee chairperson Student should provide copy of form to submit to Office of Academic Assistance for Thesis or Dissertation Clearance 	<p>School/Department only</p> <p>Review of the electronic document is important to ensure a quality manuscript is recorded in Georgia State University's Scholar Works Library. Student should be requested to submit final manuscript to Committee Chairperson as a PDF via e-mail. The e-mail should contain in subject line "Manuscript for Review" and body of e-mail the intended semester and year of graduation.</p> <p>The assigned Committee Chairperson is the only one who may sign as ETD approver. Signature below indicates approval of electronic dissertation reported above.</p> <p>ETD Approver Printed Name: _____</p> <p>ETD Approver Signature: _____ Date: _____</p>
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