

School of Computing Thesis Process

- Register for and complete **CIS 518: Research Methodologies**
 - Begin identifying a topic for your research
 - Begin identifying a research professor who could be your research chair
 - Must be a full member of the USA Graduate Faculty
<https://www.southalabama.edu/colleges/graduateschool/faculty.html>
 - Should have similar research interests
- Register for and complete **CIS 595: CIS Research Development**
 - This requires completion of a Special Course form which must be signed by your advisor and Dr. Chapman
<https://www.southalabama.edu/departments/eforms/colleges/soc/>
This form is found under “Graduate Student Specific Links”
 - Special Course Form Research Development – CIS 595
 - Identify the topic for your research
 - Identify your research chair (this must be mutually agreed upon – you must ask them to be your research chair, and they must agree to it)
 - Identify additional committee members (also mutually agreed upon)
 - Thesis committee must have 2 additional full or associate members of the USA Graduate Faculty (exceptions can be requested for faculty outside of USA or other highly qualified professionals)
 - One member must come from outside of your department
 - Submit your Committee Form to the SoC Director of Graduate Studies (Dr. Chapman) for submission to the USA Graduate School
 - Standard Committee Form
<https://www.southalabama.edu/colleges/graduateschool/resources/thesisdissertationcompcommitteeappt111523.pdf>
 - Form to Appointment Non-Members of the USA Graduate Faculty
<https://www.southalabama.edu/colleges/graduateschool/resources/thesisdissertationcompcommitteeappt111523.pdf>
 - Complete Prospectus (Introduction, Literature Review and Methodology) for your thesis)
 - You should not conduct the actual research until you have successfully defended your prospectus
 - Review the following resources for the style and formatting requirements of your written document:

- Guide for Preparing Theses and Dissertations
<https://www.southalabama.edu/colleges/graduateschool/resources/thesisdissertationguide.pdf>
- Thesis/Dissertation Template
<https://www.southalabama.edu/colleges/graduateschool/thesis.html>
- Subdivision Formatting Guide
https://www.southalabama.edu/colleges/graduateschool/resources/subdivision_guide.pdf
- Thesis and Dissertation Formatting Video
<https://www.southalabama.edu/colleges/soc/essentialstudentlinks.html> (found under the “Graduate Student Specific Links”)
- Complete and Pass an Oral Defense of your Research Prospectus - this must take place prior to completing CIS 595
 - When approved by your research chair, schedule the oral prospectus defense meeting
 - Query your committee members to identify an agreeable date and time. Allow for 2 hours for this meeting (1 hour to present and answer questions, 1 hour for committee discussion and voting)
 - Meet with Mrs. Hall or Mrs. Tait (SoC Dean’s Suite) to reserve the Executive Conference room or SoC Conference room (if possible) for this meeting
 - Send a google calendar invitation to all committee members and the Director of Graduate Studies, Dr. Chapman, with date, time, and location of the meeting.
 - Work with your research chair on preparation for this oral defense
 - Present your prospective at the meeting
- Register for and complete **CIS 599: CIS Thesis** (you must have a thesis committee registered with the USA Graduate School before enrolling in CIS 599)
 - This requires completion of a Special Course form which must be signed by your research chair and Dr. Chapman
<https://www.southalabama.edu/departments/eforms/colleges/soc/>
 This form is found under “Graduate Student Specific Links”
 - Special Course Form Thesis – CIS 599
 - Complete your research and written thesis document (following the styling and formatting requirements identified above)

- Regularly communicate with your research chair and committee members on the progress of your work
 - Complete and Pass an Oral Defense of your Thesis- this must take place prior to completing CIS 599
 - You are required to be enrolled in CIS 599 the semester in which you defend your thesis
 - Check the USA Academic Calendar for Thesis FIRST Submission deadline to meet the graduation requirements for each semester, these are typically around the middle of the semester
 - The oral defense meeting should be scheduled **no less than 2 weeks prior** to this deadline to allow for necessary corrections/updates/formatting
 - When approved by your entire research committee, schedule the oral defense meeting
 - Query your committee members to identify an agreeable date and time. Allow for 2 hours for this meeting (1 hour to present and answer questions, 1 hour for committee discussion and voting)
 - Meet with Mrs. Hall or Mrs. Tait (SoC Dean's Suite) to reserve the Executive Conference room (preferable) or the SoC Conference room for this meeting
 - Email Dr. Chapman with the details of the meeting including your thesis title and abstract for invitation to the USA academic community. This must be done no less than 2 weeks prior to the defense meeting
 - Send a google calendar invitation to all committee members and Dr. Chapman, with date, time, and location of the meeting
 - Work with your research chair on preparation for this oral defense
 - Send Dr. Chapman a final draft of your thesis to begin review of the document for style/formatting requirements
 - Present your research at the meeting
- **Complete and Submit your Thesis Document** (following successful completion of the oral defense)
 - Update thesis document with all changes, corrections, and updates identified by your committee and/or at the thesis defense meeting
 - Submit a final draft of your thesis to Dr. Chapman for review of the style/formatting requirements
 - The thesis will not be submitted to the USA Graduate School until it meets these requirements, even if this extends beyond the deadlines.

- Make sure you have allowed adequate time for these updates prior to the first thesis submission deadline
 - Complete any updates/changes identified by Dr. Chapman
- Submit a completed submission form signed by your research chair, to Dr Chapman
<https://www.southalabama.edu/colleges/graduateschool/resources/thesisdisse rtationsubmissionform22824.pdf>
- Submit a completed and signed signature page from your thesis, signed by all members of your thesis committee and department chair to Dr. Chapman
 - Dr. Chapman will submit your final copy, signature page and submission form to the USA Graduate School
- Receive final approval from the USA Graduate School
 - Complete all identified changes, corrections, and updated identified by the USA Graduate School
 - Resubmit your finalized document to the USA Graduate School prior to the **final** thesis submission deadline
- Upload your thesis document to ProQuest when and as instructed by the USA Graduate School
- Send Dr. Chapman the finalized approved copy of your thesis for inclusion in the SoC thesis library
- CONGRATULATIONS you have successfully completed your thesis!