

PCOE Thesis/Dissertation Benchmarks & Document Standards

2/15/2023

As we move into our affiliation with the UT System, there is need to clarify our procedures related to thesis/dissertation benchmarks, forms, and documents.

PCOE thesis/dissertation documents are to reflect the American Psychological Association (APA), 7th Edition (2020), style, unless an exception is formally requested.

We are aware that theses within the Department of Kinesiology & Health Science often use a manuscript approach to their capstone experience—the thesis. When this is to occur, the student/thesis chair formally requests an exception from using APA style and indicates the name of the journal to which the thesis document will be submitted and identifies that journal's required style. Kinesiology & Health Science theses must reflect the journal and its required style each time the document is submitted for benchmarks in the process.

Please visit the PCOE Graduate Studies website for information, deadlines, and forms:

<https://www.sfasu.edu/coe/student-resources/advising/graduate>

PCOE Thesis/Dissertation Benchmarks

NOTE: Students are responsible for completing and submitting forms with all of the required signatures and must submit all of the additional documents, when required. Submit forms and documents to: coegrad@sfasu.edu.

(1)	Appointment of thesis/dissertation chair form
	student initiated
	requires signatures
	submit to coegrad@sfasu.edu
(2)	Appointment of thesis/dissertation committee form
	student initiated
	requires signatures
	submit to coegrad@sfasu.edu
(3)	Thesis/dissertation proposal meeting request form
	student initiated
	requires signatures
	submit to coegrad@sfasu.edu
	requires the thesis/dissertation proposal document — must be complete, polished, reflecting APA style with accuracy
	the committee chair must approve of readiness of the proposal document prior to initiating the meeting request form
	the proposal meeting request form may be submitted as soon as a day/time/location is confirmed and the formal proposal document is ready, but no later than 10 business days prior to the established proposal meeting date

	the proposal meeting is open to the public — the date, time, location is posted across the university and on social media platforms
	this formal proposal document must be distributed to the chair and committee members for their review at least 10 business days in advance of the approved Proposal Meeting presentation/defense date
	requires a formal, comprehensive, and polished presentation
	all submitted materials (form with signatures and formal proposal document) remain in the PCOE Graduate Studies Coordinator’s office
	NOTE: neither the academic unit head nor the dean will review this version of the document
(4)	Thesis/dissertation proposal approval form
	student initiated
	requires signatures
	submit to coegrad@sfasu.edu
	requires the updated thesis/dissertation proposal — must be updated to reflect the outcome of the proposal committee requirements identified during the proposal presentation meeting
	must be complete, polished, reflecting APA style with accuracy; this formal version of the document requires committee chair, program coordinator (acknowledgement), academic unit head (acknowledgement), dean, and PCOE Graduate Studies Coordinator review/approval prior to submission of the proposal approval form
	student begins next steps for the study, including applying for IRB/Human Subjects, following a successful proposal presentation/defense and prior to submitting the signed form with the updated, polished proposal document
	student must submit the signed form with the updated, polished proposal document no later than 10 business days prior to SFA Office of Research & Graduate Studies deadline for the semester/term
	original documents are sent to the SFA Office of Research & Graduate Studies and copies are kept on file in the PCOE Graduate Studies Coordinator’s office
	NOTE: both the academic unit head and the academic dean will review this document; once their approvals are secured, the student may take the next steps in this process
(5)	IRB & Human Subjects Review forms
	student initiates
	requires signatures
	submit to IRB/Human Subjects personnel within the Office of Research & Graduate Studies
	NOTE: the dissertation chair is always the Principal Investigator (PI) for the study while the graduate student is listed as the Student Researcher (SR)
(6)	Implement study
	collect data, analyze data, & write the final report
	be sure to include the IRB approval documents in the final report’s appendix
(7)	Thesis/dissertation defense meeting request form
	student initiated
	requires signature

	submit to coegrad@sfasu.edu
	requires the thesis/dissertation final report — must be complete, polished, reflecting APA style with accuracy
	the committee chair must approve of readiness of the dissertation report document prior to initiating the meeting request form
	this final report meeting request form may be submitted as soon as a day/time/location is confirmed and the formal final document is ready, but no later than 10 business days prior to the established report presentation/defense meeting date
	the dissertation report presentation/defense meeting is open to the public — the date, time, location is posted across the university and on social media platforms
	this formal report document must be distributed to the chair and committee members for their review at least 10 business days in advance of the approved Thesis/Dissertation Defense meeting presentation/defense date
	requires a formal, comprehensive, and polished presentation
	original documents are sent to the SFA Office of Research & Graduate Studies and copies of all submitted materials (form with signatures and formal final report document) remain in the PCOE Graduate Studies Coordinator's office
	NOTE: neither the academic chair nor the academic dean will review this version of the document
(8)	Report of Exam form
	sent from the SFA Office of Research & Graduate Studies to the thesis/dissertation committee chair
	requires signatures
	submit to coegrad@sfasu.edu
	requires the updated thesis/dissertation final report — must be updated to reflect the outcome of the final defense report committee requirements
	must be complete, polished, reflecting APA style with accuracy
	this formal version of the document requires committee chair, academic unit head, academic dean, and PCOE Graduate Studies Coordinator review/signatures
	NOTE #1: both the academic unit head and the academic dean will review this document prior to the submission of this Report of Exam form to the SFA Office of Research and Graduate Studies
	once all approvals are secured, the student may take the next steps in this process
	this formal final version of the document is submitted to the Graduate Studies Office and to ScholarWorks
	NOTE #2: students will be removed from commencement/graduation when the formal final version of the dissertation is not approved and submitted prior to the SFA deadline for submission — this will result in the student being required to enroll in the next semester for graduation

Formal Documents Standards

All written documents submitted with required forms must be of high quality, without errors, and reflecting the APA 7th Edition style, unless a formal exception has been granted. Submit forms and documents to: coegrad@sfasu.edu .

It is recommended that you submit forms and documents as early as possible for review. Should the documents not be of high quality, without errors, and reflecting APA 7th Edition style, they will be returned for correction. Should the documents not be approved or identified as acceptable, the benchmark date may need to be rescheduled. This may delay your progress through your formal steps of the thesis/dissertation and, thus, your graduation date.

High quality, without error, and reflecting the APA 7th Edition style means attention to:

- the document reflects scholarly writing and publishing principals, including ethics compliance (APA 7th Edition, Ch 1)
- the document includes professional paper required elements (APA 7th Edition, Ch 2; academic unit templates/guidelines)
- Kinesiology & Health Science theses must attend to APA 7th Edition, Ch 3, Journal Article Reporting Standards
- the document must reflect high quality, error-free text; see APA 7th Edition, Ch 4, Writing Style and Grammar; pay particular attention to both sections of this chapter: Effective Scholarly Writing and Grammar and Usage; the subsection on Verbs, pp 117-120, is of particular importance. This section addresses the necessary verb tense differences between a proposal document and a final defense document. This section also addresses the necessary verb tenses of different chapters/sections of the thesis/dissertation document
- the document must reflect attention to the mechanics of writing; see APA 7th Edition, Ch 6, Mechanics of Style; pay particular attention to all sections of this chapter, pp 153-191
- the document must reflect attention to the presentation of tables and figures; see APA 7th Edition, Ch 7, Tables and Figures, pp 195-250
- the document must reflect accuracy in citations within the text and the accuracy in presenting complete citations within the reference list section; see APA 7th Edition, Ch 8, Works Credited in the Text, pp 253-278 and Ch 9, Reference List, pp 281-309

NOTE: Documents are reviewed for high quality, error-free text, reflecting APA 7th Edition style by your chair and committee, by the unit head, by the PCOE Graduate Studies Coordinator, and by the academic dean BEFORE the document is allowed to move to the SFA Office of Research and Graduate Studies. It is worth your while to ensure that you are **ALWAYS** submitting your very best written work to your chair and committee and to the formal review processes within PCOE. The quality and accuracy of your document is your responsibility. The more polished your document is early in the process/through the benchmarks, the smoother, quicker your documents will be approved to move forward. Should your efforts to polish your final document cause you to miss the final

submission date for graduation, you will be removed from the graduation list. You will then need to enroll in the next semester to graduate.