MASTER’S THESIS
POLICIES AND PROCEDURES

DEPARTMENT OF PSYCHOLOGY
COLLEGE OF ARTS AND SCIENCES
UNIVERSITY OF HARTFORD

2013 Edition
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SECTION I

INTRODUCTION

A Master’s Thesis functions as demonstration of the ability to derive relevant hypotheses from the current empirical literature, to translate these hypotheses into operational definitions and testable predictions, to gather empirical information, to analyze it with appropriate experimental and statistical protocols, and to objectively interpret the results vis-à-vis the purpose and method of the particular study. Previous course work in statistics and research design, research reviews and proposals in other courses, and participation in research projects provide conceptual and practical skills necessary to engage in an independent research project. The Thesis represents a culmination of these previous educational experiences.

Members of the Thesis Committee and other consultants may provide education and guidance during the project, although the primary responsibility for planning and implementing all data collection activities reside with the student. Originality and creativity are important, although a master's thesis may involve a replication, modification, or expansion of prior work if such work can be justified.

While students are encouraged to design projects that are integrated with existing research projects, laboratories, and equipment, it is not acceptable to propose a research project that has been planned and implemented by other researchers and in which the student gathers data in the role of a technician.

Approval from the Thesis Committee and from the University of Hartford Human Subjects Committee (HSC) must be obtained before data-gathering activities begin.

Some guidance in the thesis process is available in the Psychology Resource Library located in the Department Office, East Hall (see page 13). These materials are recommended for review early in the process.
SECTION II

ADMINISTRATIVE SEQUENCE

Prospectus and Registration for Thesis Courses

Students may not register for any Thesis course work until a Prospectus has been written and the Committee has been appointed in accordance with the procedure outlined below. Once the Thesis Committee has been approved, you may register for PSY 685 - Thesis. Candidates will receive a grade of NG (No Grade) until the successful Defense of the Proposal. At this time, the candidate may register for PSY 686 - Thesis.

The Prospectus should contain a brief summary of about two to five pages describing the background theory, ideas and questions, research goals, and a proposed schedule for the research project will be prepared before faculty are formally approached about membership on the Thesis Committee. This Prospectus, which may be developed informally with potential Committee members, serves to organize ideas for the student and to communicate with potential committee members.

All forms required during the thesis process (Appendix A, B, C, D, E, and F) will be prepared in the Psychology Office using the information provided by the candidate. See the Psychology Office for the forms.

Appointment of Chair and Committee

The Thesis Committee is composed of members whom the student selects. Careful selection of the membership is necessary because the Committee is responsible for approving the proposed research design and the completed Thesis. The Committee supplies guidance and training to the student, ensuring that the research and writing are the student's own work, and are of high professional quality, and meet applicable stylistic standards.

A Thesis Committee will consist of at least three full-time faculty members at the University, two of whom must be from the Department of Psychology. One other member of the Committee must be a full-time faculty member from University of Hartford not affiliated with the Department of Psychology who will be approved by the Director of the College of Arts and Sciences Graduate Studies Committee. A psychology faculty member from University of Hartford must serve as the University Chair of the Committee.

Additional Committee members may be appointed from either within or from outside the University to support the thesis activity if desired by the student. In some cases, an external Content Area Chair may be appointed if the student so chooses. One of the two committee members must be a Department of Psychology faculty member, and will serve as the University Chair of the Committee.

Formal appointments of the Committee Chair and other members of the Committee must be approved by the Chair of the Department upon the request initiated by the student and the potential Thesis Committee Chair. The Committee Chair will send the form, APPOINTMENT OF MASTER’S THESIS COMMITTEE (see Appendix A), through the Director of the Graduate Program in which the student is matriculated and the Department Chair, to the College's Director of Graduate Studies.

Any change in the composition of the Committee requires the approval of the Department Chair on the CHANGE OF MASTER’S THESIS COMMITTEE form (see Appendix B).
Proposal

Working with the student's Committee, the student develops a formal Proposal describing the project. Written to conform with APA publication standards, the Proposal will present a brief review of relevant background literature, statements of hypotheses to be tested and proposed statistical analyses.

Approval by University of Hartford Human Subjects Committee (HSC)

Thesis proposals involving animal and/or human subjects must be submitted to the University Review Board for further review.

Approval by the University of Hartford USC (website: http://uhaweb.hartford.edu/hsc) must be cited in the text of the Thesis, typically in the section describing the subjects, and a copy of the approval form(s) must be an appendix of the Thesis as well as an attachment to the RESULT OF MASTER’S THESIS PROPOSAL acceptance form. When a study is undertaken which utilizes subjects from other institutions, laboratories, or research centers, or data from archival sources, the student must demonstrate that the appropriate approval procedures for subject use had been followed by the institution’s or organization’s review board. Copies of approval forms must be an appendix of the thesis along with the appropriate approval forms from the University of Hartford.

Proposal Defense and Permission to Begin Data Collection

Final approval from the Thesis Committee and from the HSC must be in place before any data collection is begun.

The Proposal will require final approval by each committee member at a Thesis Committee Proposal Meeting with all members of the thesis committee participating. The proposal acceptance form, RESULT OF MASTER’S THESIS PROPOSAL form (see Appendix C), must be signed at the final proposal meeting by all committee members. This form, along with the appropriate human or animal approval form, must be forwarded, through the Director of the Graduate Program in which the student is matriculated and the Department Chair, to the College's Director of Graduate Studies. Once this documentation is in place data collection may begin.

If the Proposal is not approved by the Committee, additional Proposal Meetings may be called by the Committee Chair.
Statistical Consultation

This section is intended to reduce ambiguity concerning the roles of students and statistical consultants during the data-processing activities of the Thesis. In those cases where students may elect to seek consultation in matters of Experimental Design and Data Analysis, the student is encouraged to provide these consultants with a copy of this section prior to engaging their services.

The Thesis is intended to be both a learning experience and a demonstration that the student is capable of independent data-gathering activities. Data-processing activities during the research project will give the student the practical preparation to conduct independent data analyses as a professional, as well as the knowledge that may be needed to supervise data-processing activities of others.

As a demonstration of preparedness for independent professional functioning, the student will be responsible for selecting appropriate statistics and for dealing with computing facilities to implement those statistics. As a degree candidate, the student must be in a position to defend the selection of the statistical procedures and the manner in which they were implemented.

As a learning experience, it is important to receive statistical and methodological instruction from a variety of sources prior to, during, and after data processing activities. Course work serves as one source of preparation. Members of the Thesis Committee may be chosen for their methodological and statistical expertise. In addition, the services of an independent statistical consultant may be acquired for training in data processing.

It is important to specify that the role of a statistical consultant is to help the student to learn how to design a study and how to process data. It is not the role of the consultant to do these activities for the student. The consultant does not serve as the technician between the student and computer facilities or between the student and the Thesis Committee. The statistical consultant is an advisor to the student as the student deals directly with computer facilities and with the Thesis Committee. In the event that there are discrepancies in the information from the variety of resources available to the student, the student is responsible for articulating a defense of the statistical choices that were made.

Preparation of the Thesis Manuscript

The manuscript will be prepared in accordance with the most current style manual of the American Psychology Association APA standards (See SECTION III, DESCRIPTION AND ORDER OF MANUSCRIPT SECTIONS).
Announcement of Thesis Defense

After the research project has been completed, copies of the Thesis manuscript (subject to minor changes after the defense) will be distributed to all members of the Thesis Committee at least two weeks prior to announcing the Oral Defense which is four weeks prior to the anticipated date of the Oral Defense. Committee members are provided this period of time to assure a thorough evaluation of format and quality prior to the scheduling of the Oral Defense.

When all members of the Committee consider the manuscript to be in final form (subject to minor alterations), the student is permitted to announce the Oral Defense. Unanimous permission to schedule the Oral Defense may be communicated informally from Committee members to the Committee Chair. The time and place of the Oral Defense must be announced at least two weeks prior to the meeting. (No Oral Defense may be held in August). The ANNOUNCEMENT OF THESIS DEFENSE (see Appendix D) will be distributed, at minimum, to all faculty members of the Department, to all Chairs of Departments in the College of Arts and Sciences, the Director of Graduate Studies, and to the College Dean. The announcement may also be publicized in the University Affair’s publication.

Oral Defense

During the Oral Defense, the Degree Candidate will present and defend the hypothesis, methods, results, and interpretation of the research project. In addition to Committee members, the Oral Defense will be open to any member of the University community and other interested parties. A general question and answer period will be provided for dialogue between the candidate, Committee members, and other members of the audience.

The decision as to whether a student has passed or failed the Oral Defense will rest with the Chair and members of the Committee who will take into consideration the opinions of other participating faculty members. Following the Oral Defense, the Chair and Committee members meet privately to arrive at two evaluations involving the Oral Defense: an assessment of the written manuscript and an assessment of the oral presentation and defense. Approval will require a majority of Committee members for each evaluation. The Committee Chair will communicate the results of the Oral Defense immediately to the student. The NOTICE OF RESULTS OF ORAL DEFENSE FOR MASTER’S THESIS form (see Appendix E) will be signed by all Committee members, the Director of the graduate program, and the Department Chair. In some cases, even if the Oral Defense is passed, minor revisions of the manuscript may be required by the Committee.

A grade of NG (No Grade) will be given and remain in effect until the Committee approves the final copy of the manuscript. Additional Oral Defense meetings may be called by the Committee Chair.

When the Oral Defense is passed and any final revisions have been made to the satisfaction of a majority of the Committee members, the Committee Chair will notify the Director of the Graduate Program and the Department Chair. A minimum of three copies of the completed thesis, a check made out to the Mortensen Library for binding, the NOTICE OF RESULTS OF ORAL DEFENSE form, and the APPROVAL PAGE (see Appendix F) will be forwarded through the Department Office to the Director of Graduate Studies.
Manuscript Binding and Distribution

After the revisions (if any) suggested at the Oral Defense have been incorporated, the student will submit to the College's Director of Graduate Studies, through the Department Office:

1) a minimum of three copies of the final, error-free, approved manuscript. Two copies must be on acid free paper for library use. The third copy, for department use, and any additional copies for personal use, must be on good, quality paper.

2) a THESIS BINDING INFORMATION form (see Appendix G)

3) a check to cover the binding (see Appendix G)

The Director of Graduate Studies arranges for binding and distribution of bound copies. The standard fee for binding is $12.00 per copy (see Appendix G). Two copies of all Theses will be placed in the University Library, one for permanent archives and the second for loan. Another copy will remain in the Psychology Department. It is also the responsibility of the candidate to give the chair of the committee and each member a copy of the final manuscript at the discretion of the candidate, these copies may be bound or unbound.

Change of Grade for Course Work

After the Thesis has been successfully defended, the Committee Chair will submit a Change of Grade form to the Registrar to change the NG grades received in previous thesis course work to passing grades.

Certification for Graduation

The student is not certified for graduation until the Director of Graduate Studies informs the Arts and Sciences Evaluator that all Thesis requirements and forms have been completed and until the Evaluator certifies that all other University requirements have been met. Prior to the anticipated semester of graduation, the student should check with the Arts and Sciences Evaluator to assure that all program requirements will have been met.

Working backwards on the calendar, a conservative date for submitting the finished manuscript to Committee members is eight weeks prior to the commencement date that the University will officially award your degree. This timetable provides for the two weeks that members of the Committee are allowed to review the manuscript prior to giving permission for scheduled Oral Defense of the Thesis, two weeks required between the announcement and the meeting for Oral Defense, two weeks for revising and copying the manuscript to be submitted to the College's Director of Graduate Studies, and two weeks for review by the Director of Graduate Studies and Certification for graduation by the Arts and Sciences Evaluator. This conservative timetable presumes that each step will be completed satisfactorily. Candidates should begin this final sequence as early in the semester as possible. While it may be possible for the sequence to be shortened in extraordinary circumstances, it is not the responsibility of the various Departmental, College, and University personnel to accommodate missed deadlines.
SECTION III

DESCRIPTION AND ORDER OF MANUSCRIPT SECTIONS

OVERVIEW

For consistency in the information contained in manuscript subsections, consult the chapter entitled "Content and Organization of a Manuscript" in the latest edition of APA's Publication Manual of the American Psychological Association.

For consistency in the format of the Theses, the sections of each manuscript must be arranged in the following order (see Appendix H):

Cover Page (does not show in Table of Contents; understood as i)
Copyright Page (if applicable, does not show in Table of Contents; appears on reverse of cover page; not numbered)
Approval Page (supplied by the Department Office and signed upon completion; understood as ii; not numbered)
Acknowledgment Page (numbered iii)
Table of Contents (does not show in Table of Contents; numbered iv)
List of Appendices (numbered v)
List of Tables (numbered vi)
List of Figures (numbered vii)
Blank Sheet of Paper (does not show in Table of Contents; not numbered)
Title Page (beginning of numerical sequence; starting with 1)
Abstract
Chapter I - Introduction
Chapter II - Method
Chapter III - Results
Chapter IV - Discussion
References
Footnotes
Appendices
Tables
Figures (end of numerical sequence)
DETAILED DESCRIPTION OF EACH SECTION OF THE THESIS

Cover Page

The Cover Page will not be numbered, but will be understood to be page i.

Copyright Page

Under the United States Copyright Law, duplication of published work without a notice of copyright ordinarily results in dedication of the work to the public domain, which may defeat any later attempt to gain copyright protection. If copyright protection is desired, a Copyright Page must be inserted in the Thesis immediately following the Title Page. This optional page will not be numbered and will be placed so that the type will be on the back side of the page against the following page. The copyright notice will be centered on the back side of the page and will appear as follows:

Copyright by John Eugene Doe 20__
All Rights Reserved

Further information may be acquired from the Copyright Office of the Library of Congress, 101 Independence Avenue, S.E., Washington, D.C. 20559-6000, or the website at http://www.loc.gov/copyright, or call (202) 707-3000.

Approval Page

The Approval Page will contain the names of all Committee members. It will be signed by the approving members of the Committee after the Oral Defense and all required revisions have been completed.

This page will not be numbered, but will be understood to be page ii.

Acknowledgment

Its purpose is to express the author's recognition and appreciation for the guidance and assistance received in planning and conducting the research project and in the preparation of the Thesis.

This page will be numbered iii.

Table of Contents

The Table of Contents is both a guide to the location and arrangement of the various sections of the manuscript, and a graphic representation of the internal organization of the material. The wording, arrangement, punctuation, and capitalization of all headings listed in the Table of Contents must correspond exactly to the headings as they appear in the body of the Thesis. Double spacing is used between headings. Headings that exceed one line are single spaced. The Table of Contents will begin on page iv and will list the headings of chapters, sections, and subsections along with their beginning page numbers. Should the Table of Contents be longer than one page, the succeeding pages will be numbered v, etc. When additional pages are necessary, the numbering sequence of the following sections will be advanced accordingly.
This page will not appear in the Table of Contents.

Lists of Appendices, Tables, Figures, Etc.

Lists of appendices, tables, and figures will appear on separate pages following the Table of Contents. Actual appendices, tables, and figures will appear in the manuscript following the references. Page numbering will continue (i.e. vi, vii, ...).

Blank Leaf

A blank sheet of paper.

Title Page

In accordance with APA style. This page begins with numerical sequence starting with 1.

Abstract

The Abstract (not to exceed 120 words) is a summary of the research project.

Chapters I to IV

Each chapter represents an important division of the Thesis. The wording, punctuation, and capitalization of each chapter will be identical to that in the Table of Contents. The following sample indicates the names of each chapter and includes subheadings for a specific model study. Subheadings are chosen by the author to best help the reader follow the study sequence:

Chapter I  Introduction
          Locus of Control
          Learned Helplessness in Theory and the Laboratory
          Learned Helplessness in Organizations
          Learned Helplessness - A Lack of Personal Control

Chapter II  Method
           Participants
           Materials
           Design and Procedure

Chapter III  Results

Chapter IV  Discussion
           Implications
           Limitations and Suggestions for Future Research
           Conclusion
References


Footnotes

Footnotes may be substantive or explanatory, or may identify sources according to where they are used and what information needs to be conveyed. Footnotes in text are of two kinds: content footnotes and copyright permission footnotes.

Content footnotes supplement or amplify substantive information in the text; they should not include complicated, irrelevant or nonessential information and should only be included if they strengthen the discussion.

Copyright permission footnotes may acknowledge the source of some quoted material (most typically tables and figures). All other kinds of referenced citations should appear in the reference list.

Appendices

The purpose of this section is to keep the text from being interrupted or cluttered with supplementary illustrative materials. Instructions, surveys, consent forms, debriefing, human/animal use consent forms, very lengthy quotations, and excerpts from behavioral diaries are among the items that are included in appendices. Each Appendix will begin on a new page and will be designated as Appendix A, Appendix B, etc., followed by the title of the Appendix on the next double-spaced line. Appendices are ordered in the same sequence as they are referenced in the text. Pages in the appendix will continue the regular pagination of the Thesis following the references.

Tables and/or Figures

Each table and/or figure will appear on a separate page.
SECTION IV

Typing and Copying Instructions

General Information

The student is expected to be well acquainted with proper format and style required for the Thesis. Consult the most recent edition of the Publication Manual of the American Psychological Association for guidance concerning grammatical and stylistic elements, such as typing requirements, quotations, abbreviations, capitalization, punctuation, footnotes, references, and organization of figures and tables. There is a special section in the publication for Theses. Each candidate will assume full responsibility for correctness of content and form, and for having all pages present and in the proper order.

If someone other than the candidate is producing the manuscript, then that person is responsible for preparation of the manuscript in accordance with instructions given by the Thesis author and is not expected to research style manuals or to edit material, but will use manuals provided to them as guides when necessary.

Paper and Copies

The original manuscript must be printed on one side of white, acid free paper and printed on a laser printer.

At least two copies must be duplicated on good quality, acid free paper. All copies must be professional in appearance, clean, and legible.

Superior quality, non-glossy photographs may be included in the Thesis as appropriate. They are to be mounted on bond paper. Duplicate photographs, not photocopies of the original photograph, must accompany each copy of the Thesis.

Spacing

The Thesis manuscript will be double spaced except for the Table of Contents and lengthy quotations. In the Table of Contents, headings greater than one line are single-spaced, with double spacing between headings. In the Reference section, lines will be double-spaced. Format for lengthy quotations is described in the Quotations section on the following page.

Margins

The left, right, top, and bottom margins will be 1 inch. The right margin should be kept as even as possible. Use standard rules of syllabication for division of words at the end of lines. This should not occur on more than two adjacent lines. Folded tables, graphs, illustrations, and similar inserts must be within the margins indicated; otherwise, they run the risk of being cut during the binding and trimming process.
Paragraphs

Indent the first line of each paragraph five spaces from the left margin.

Headings

Chapter headings will be printed in capital letters, centered, and without terminal punctuation. The word CHAPTER and Roman Numeral will be given first, followed by a hyphen and the name of the chapter. Each new chapter will begin on a new page, in which case the first line of the heading will be located one inch from the top of the page.

Other headings will follow the format in the APA Publication Manual for side headings and paragraph headings. Each heading will be identical in its wording, punctuation, and capitalization to the Table of Contents.

Pagination

Pages prior to the first page of Chapter I will be designated with lower case roman numerals, in the upper right hand corner. On each page beginning with the first page of Chapter I, Arabic numerals will be placed at the upper right-hand corner of the page, three spaces from the top, flush with the right-hand margin. Figures and tables that appear as separate pages will be numbered consecutively with the other manuscript pages. Footnotes, references, and appendices are also numbered consecutively.

Tables and Figures

Prepare figures in a professional manner suitable for journal submission, not on commercial graph paper. Figure captions will appear on the same page as the figure. Tables follow the format described in the APA Publication Manual. Sources and documentation should be provided for all illustrative materials except for those originating with the author of the Thesis.

Quotations

Quotations, both direct and indirect, must be credited in appropriate APA format. Direct quotations must be reproduced with complete accuracy as to words, capitalization, spelling, and punctuation. Short, direct quotations of no more than four typewritten lines will be enclosed in quotation marks and run into the text. For long, direct quotations that exceed four typewritten lines, no quotation marks will be used. The quotation will be set off from the text in a separate paragraph or paragraphs, indented five spaces from each margin, and will be single-spaced. Paragraphs within the quotation will be indented an additional five spaces.

Omission of words within quotations is permissible, provided that the sense of the quotation is not distorted. Omissions will be indicated by three periods (i.e., ellipse marks) with alternating spaces. When one or more sentences at the end of a paragraph will be omitted, four periods are used instead of three.
Maintaining Continuous Registration

Active status for matriculated students is normally maintained by enrollment in course work. However, students who are not currently registered for course work, and are working on their thesis must maintain active status by enrolling in ZTC 900 each semester and pay a fee. This requirement renews the student's ID card and allows access to library and computer facilities. Degree candidates are expected to maintain continuous registration until all degree requirements are satisfied.

Failing to register for one semester or more breaks the student's registration and requires that the student be formally readmitted to the program. A student who is readmitted after a lapse of one semester may resume the degree requirements of the Bulletin previously applicable. If the student has not been in enrollment for a full academic year, the requirements of the Bulletin in force on re-admission must be met, except in special circumstances such as military service or extended illness.

A List of Helpful Resource Materials


APPENDIX A

APPOINTMENT OF MASTER’S THESIS COMMITTEE

We hereby request that the following Master’s Thesis Committee be established for ______________________, who is in good standing and matriculated in the Master of Arts Program of the Psychology Department.

THESIS TITLE: __________________________________________

COMMITTEE: __________________________________________
Name, Chair
Title

Name
Title

Name
Title
Representative, Graduate Studies Committee

CANDIDATE: __________________________________________
Name
Name of Graduate Program

ENDORSED: __________________________________________
Name
Director, Name of Graduate Program

APPROVED: __________________________________________
Name
Chair, Department of Psychology

RECEIVED: __________________________________________
Name
Director, Graduate Studies Committee

DATE: _______________________________________________
APPENDIX B

CHANGE OF MASTER’S THESIS COMMITTEE

We hereby request the following change(s) in the Master’s Thesis Committee for ________________, who is in good standing in the Master of Arts Program of the Psychology Department:

TITLE:  __________________________________________________________

<table>
<thead>
<tr>
<th>PRESENT COMMITTEE</th>
<th>PROPOSED NEW COMMITTEE</th>
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</thead>
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<tr>
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<td>Name</td>
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<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Representative,</td>
<td>Representative,</td>
</tr>
<tr>
<td>Graduate Studies Committee</td>
<td>Graduate Studies Committee</td>
</tr>
</tbody>
</table>

CANDIDATE:  ____________________________
Name, Graduate Student
Name of Graduate Program

ENDORSED:  ____________________________
Name
Director, Name of Graduate Program

APPROVED:  ____________________________
Name
Chair, Department of Psychology

RECEIVED:  ____________________________
Name
Director, Graduate Studies Committee

DATE:  ____________________________
This is to certify that the Master’s Thesis Proposal presented by ______________________ was approved unanimously by the members of the Thesis Committee at the proposal meeting on ______________________. The proposed research has been approved by the appropriate subject use committee(s) at the University of Hartford (approval forms attached).

TITLE: __________________________________________

COMMITTEE:

______________________________
Name
Title

______________________________
Name
Title

______________________________
Name
Representative, Graduate Studies Committee

ENDORSED:

______________________________
Name
Director, Name of Graduate Program

APPROVED:

______________________________
Name
Chair, Department of Psychology

RECEIVED:

______________________________
Name
Director, Graduate Studies Committee

DATE: ____________________________
APPENDIX D

ANNOUNCEMENT

OF

THESIS DEFENSE

FOR THE

DEGREE OF MASTER OF ARTS

CANDIDATE: ____________________________

DEPARTMENT: ___________________________

SPECIALIZATION: _______________________

TITLE OF THESIS: ______________________

SCHEDULED FOR: _______________________

LOCATION: _____________________________

COMMITTEE: ____________________________

ALL MEMBERS OF THE UNIVERSITY COMMUNITY ARE INVITED TO ATTEND
APPENDIX E

NOTICE OF RESULTS OF ORAL DEFENSE OF MASTER’S THESIS

, a candidate for the Degree of Master of Arts, did successfully complete the Oral Defense of her (his) Thesis held on .

TITLE: __________________________________________________________

APPROVING MEMBERS OF THE COMMITTEE:

Name, Chair
Title

Name
Title

Name
Title
Representative, Graduate Studies Committee

ENDORSED: _______________________________
Name
Director, Name of Graduate Program

APPROVED: _______________________________
Name
Chair, Department of Psychology

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