Master's Pre-Thesis Research Approval Form Instructions For the Student, Thesis Director, and Graduate Program Director

A master's student should complete this online form when directed by their Thesis Director to do so. This is typically after the student gets a thesis plan approved or passes a prospectus defense. The form should be completed at least one semester prior to the semester of graduation and should be completed prior to the start of any data collection in most cases.

Student Actions

1. The student will navigate to: Master's Pre-Thesis Research Approval Form
   You will login using the ECU Single Sign-On procedure with their ECU ID and passphrase and multi-factor authentication.
2. You will be asked to: Use the drop-down menu to select their degree program.
3. Type in a *working* title of their thesis research. This does not have to be the final title that will appear on their thesis document.
4. Answer the question: *Has your proposed research been reviewed and approved by your thesis director?*
   If no, the student should stop and not complete the form.
   The student should consult with their thesis director and use the form only after this answer is "yes."
5. Use the drop-down menu to select where in the alphabet the last name of their director is:
   Last Name starts with A – M
   Last Name starts with N – Z
6. A new drop-down menu will appear, and the student should select the name of their thesis director.
   Use the drop-down menu to select where in the alphabet the last name of their Graduate Program Director is:
   Last Name starts with A – M
   Last Name starts with N – Z
7. A new drop-down menu will appear, and the student should select the name of their Graduate Program Director.
8. You can then click Submit Form.

Thesis Director Actions

The thesis director will receive an email from Formstack with the subject line: **APPROVAL NEEDED: Master's Pre-Thesis Research Form.**

1. You will click on Open Form or Click to Approve Form in the email.
   You will login using the ECU Single Sign-On procedure with their ECU ID and passphrase and multi-factor authentication.
2. You should be directed to the form itself or to an Assigned Tasks Workspace page where items to be approved will be listed on the left. Click on the Banner ID of the student. If you do not see a Banner ID, click on the words "Master's Pre-Thesis Research Approval Form" if there is only one student listed.
3. The form will appear, and you will be able to see the student's identifying information, their degree program, and their working title, and their question response.
4. You will scroll down and review the Director Selection to be reminded about the requirement of at least three Graduate Faculty or Associate Graduate Faculty for the make-up of a thesis committee.
5. You will see a section titled Approval: Thesis Director. Please input your information and respond to the questions. Then click Submit Form.

The form will now go to the Graduate Program Director the student selected when creating the form.

Graduate Program Director Actions

1. The Graduate Program Director (GPD) will receive an email from Formstack with the subject line: **ACKNOWLEDGEMENT NEEDED: Master's Pre-Thesis Research Form.**
   You will click on Open Form or Click to Approve Form in the email.
   You will login using the ECU Single Sign-On procedure with their ECU ID and passphrase and multi-factor authentication.
2. You should be directed to the form itself or to an Assigned Tasks Workspace page where items to be approved will be listed on the left. Click on the Banner ID of the student. If you do not see a Banner ID, click on the words "Master's Pre-Thesis Research Approval Form" if there is only one student listed.
3. The form will open, and you can scroll to see the student's identifying information, their degree program, and their working title, and their question response and the completed fields for Thesis Director that signify approval by the Thesis Director.
4. You will scroll down and review the Acknowledgment of Graduate Program Director and complete your name and Banner ID. Then, click Submit Form to complete the process.

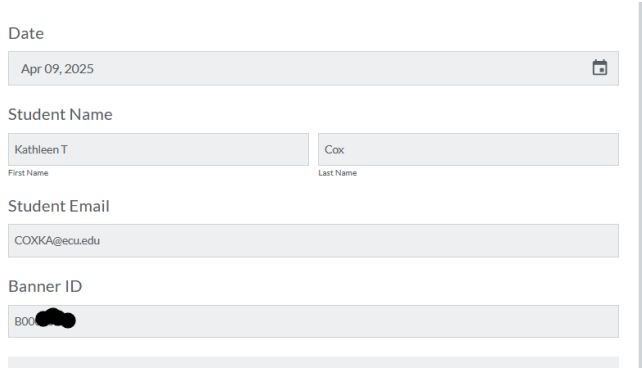
Graduate School Actions

All individuals on the form, along with the Graduate School, should receive a copy of the completed form. When received by the Graduate School the form is added to the student's record in Xtender for documentation purposes and the Pre-Thesis item in the student's Degree Works audit is updated.

The Degree Works audit update may occur 1-4 weeks after submission based on the time during the semester in which its submitted. If submitted late in the term, it will not be processed until after graduation due to thesis/dissertation review priorities.

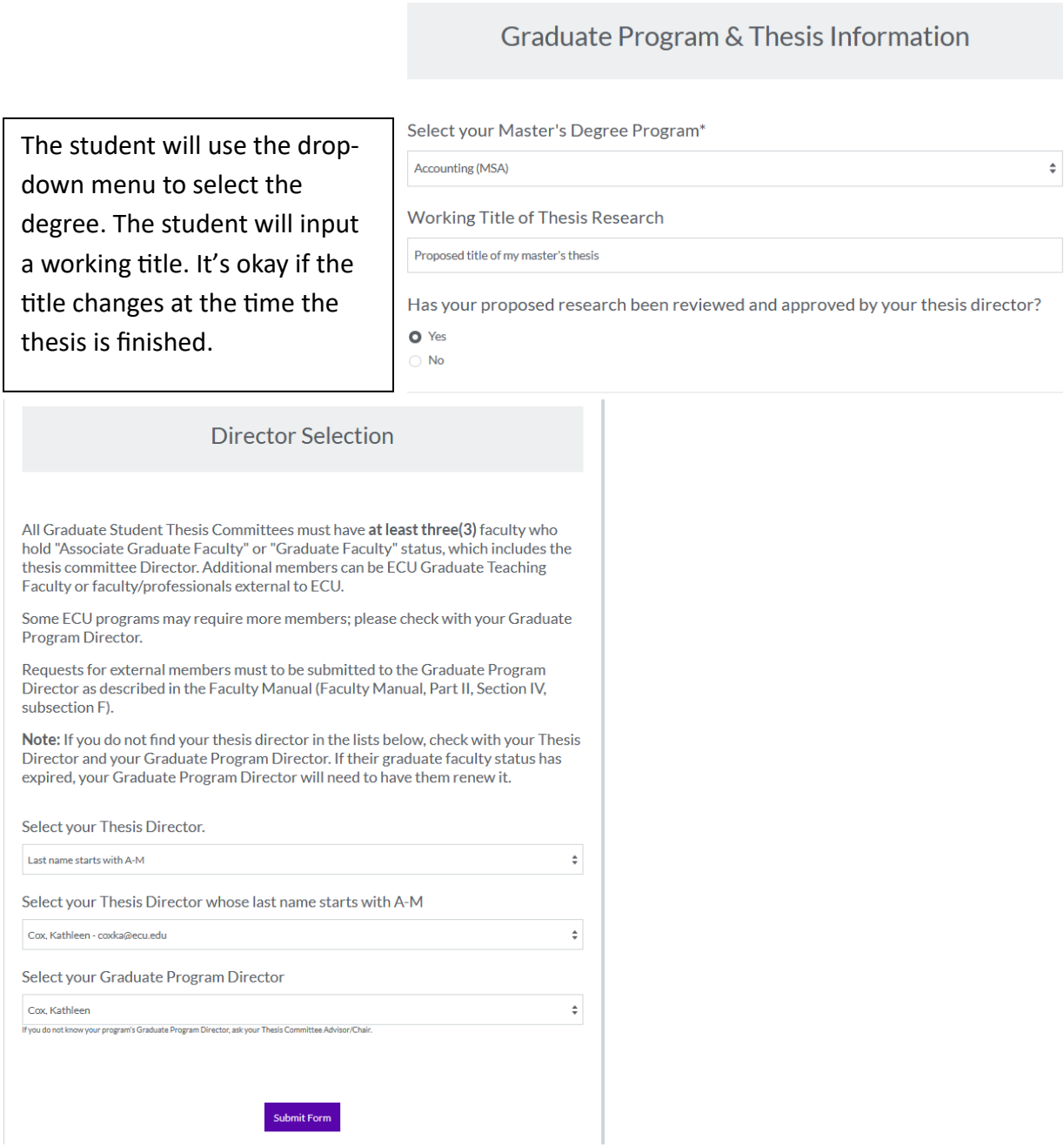
Questions can be directed to gradschool@ecu.edu or Kathleen Cox, Associate Dean (coxka@ecu.edu) or Marquerite Bond, Administrative Support Associate (bassm@ecu.edu).

The student will see this form when they log in using their ECU ID, passphrase, and multi-factor authentication.



The student information will automatically populate.

The student will use the drop-down menu to select the degree. The student will input a working title. It's okay if the title changes at the time the thesis is finished.



Graduate Program & Thesis Information

Select your Master's Degree Program*

Accounting (MSA)

Working Title of Thesis Research

Proposed title of my master's thesis

Has your proposed research been reviewed and approved by your thesis director?

- (•) Yes
- ( ) No

Director Selection

All Graduate Student Thesis Committees must have **at least three(3)** faculty who hold "Associate Graduate Faculty" or "Graduate Faculty" status, which includes the thesis committee Director. Additional members can be ECU Graduate Teaching Faculty or faculty/professionals external to ECU.

Some ECU programs may require more members; please check with your Graduate Program Director.

Requests for external members must to be submitted to the Graduate Program Director as described in the Faculty Manual (Faculty Manual, Part II, Section IV, subsection F).

Note: If you do not find your thesis director in the lists below, check with your Thesis Director and your Graduate Program Director. If their graduate faculty status has expired, your Graduate Program Director will need to have them renew it.

Select your Thesis Director.

Last name starts with A-M

Select your Thesis Director whose last name starts with A-M

Cox, Kathleen - coxka@ecu.edu

Select your Graduate Program Director

Cox, Kathleen

If you do not know your program's Graduate Program Director, ask your Thesis Committee Advisor/Chair.

Submit Form

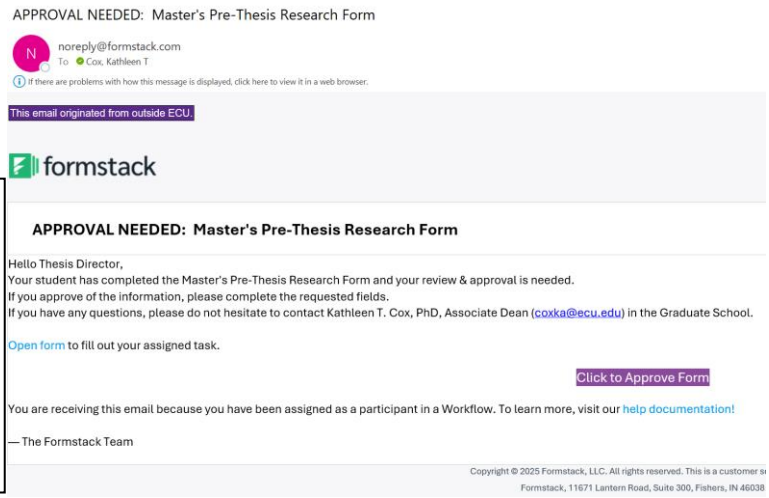
The student will use the first drop-down menu to select the section of the alphabet that contains the last name of the Thesis Director.

The second drop down menu will appear where the student selects the specific faculty member's name.

In the final drop-down menu, the student selects the name of their Graduate Program Director.

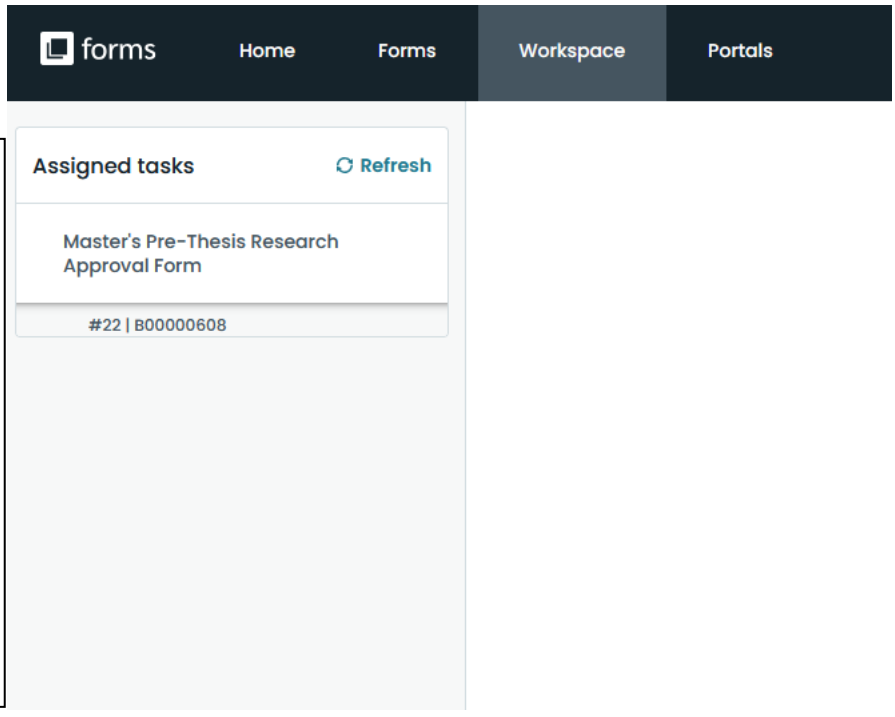
Then the student clicks SUBMIT FORM

This is an example of the email the Thesis Director will receive when the student completes the form. Click on Open Form or Click to Approve Form to proceed.

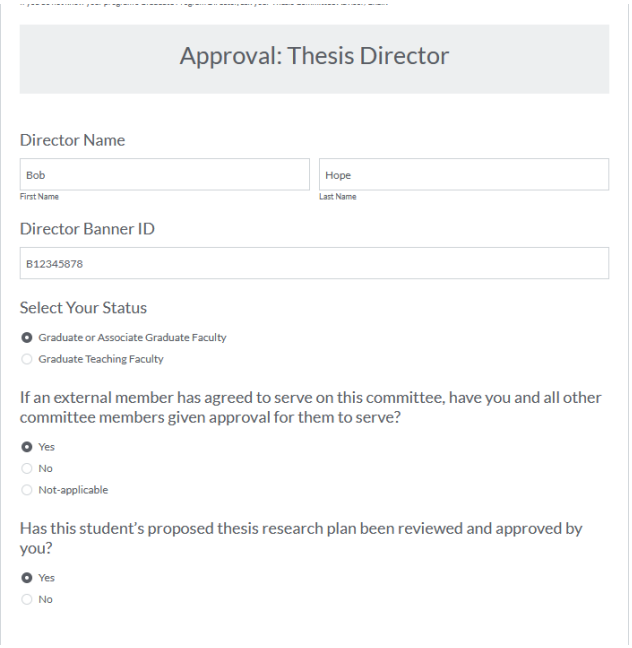


After single-sign on and multi-factor authentication, the Thesis Director will be directed either to the form itself or a Workspace like this example.

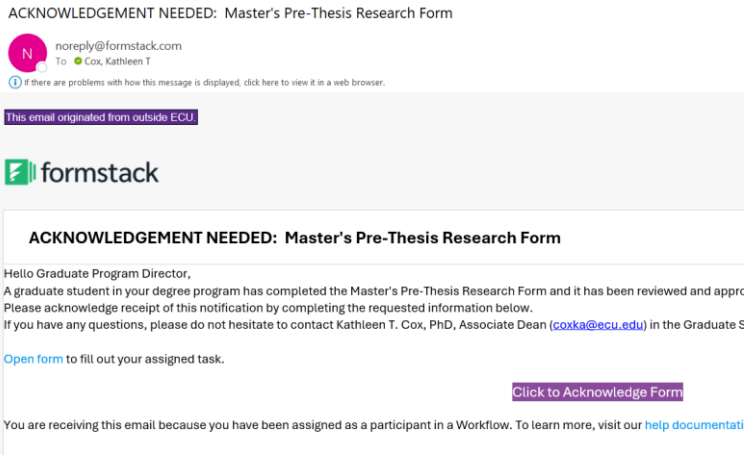
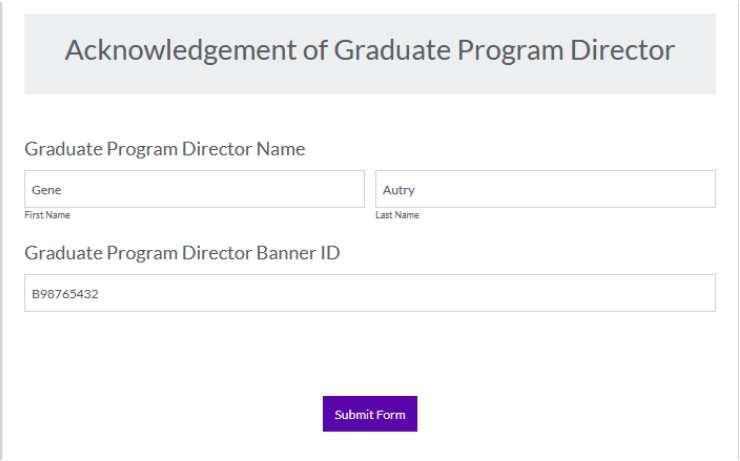
Click on the Words "Master's Pre-Thesis Research Approval Form" if a Banner ID is not present. If you see a Banner ID, click it.



You can review all the information the student submitted, and then scroll to the Approval: Thesis Director section.
Fill in your name, Banner ID, and respond to all the questions.
Then click SUBMIT FORM. It will now go to the Graduate Program Director.



This is an example of the email the Graduate Program Director will receive to acknowledge the form. Click on Open Form or Click to Acknowledge form and then proceed through single sign-on and multi-factor authentication.



The Graduate Program Director can scroll through all section of the form submitted so far. Scroll to find the Acknowledgement of Graduate Program Director section. Fill in your name and Banner ID and click Submit Form. The process is now done, and the Graduate School will begin adding this to the student's record.