



## **Master's & Doctorate Thesis/Dissertation Instructions**

Dear Student,

Both the Master's thesis and the Doctorate dissertation follow the steps below:

1. Meeting is to be scheduled by student with the director of the university to discuss topic selections.
2. Topic selection is to be formulated into a rough draft outline illustrating the parts of the paper to be presented, i.e. introduction, main body, & conclusion.
3. Outline reviewed by director and accepted or necessary changes/additions denoted and then reviewed until accepted.
4. Outline refined by student and presented with "introduction" to thesis/dissertation. Documents reviewed by director and returned with instructions/suggestions.
5. Meeting scheduled by student with director @ third-way point and @ two third-way point of writing period. These meetings are to review progress and offer suggestions to student.
6. Rough draft of completed work presented to director for review and final comments.
7. Final draft presented for grading.