

**IU Bloomington Procedures for Students Pursuing An  
M.S. Degree in Education With A Thesis**

When a student decides to pursue an M.S. degree in Education with a thesis he/she should file a notice of intent in writing with the Director of Graduate Studies and the chair of his/her major department. (Form A attached)

The chair of the major department will then approve a thesis advisory committee of at least two members, the chair of which is from the student's program area. The Chair certifies the appointment of the committee to the Director of Graduate Studies on forms available in Education 119. (Form B Attached) Chairs of M.S. thesis committees must hold a regular (tenure track) appointment.

The thesis advisory committee shall be responsible for supervising the preparation of the thesis proposal, recommending the proposal to the chair of the department, and supervising the completion of the thesis and its defense.

The department chair is responsible for certifying the acceptance of a brief outline of the proposal to the Director of Graduate Studies at least three months before the defense of the thesis. (Form C attached)

An oral defense of the completed thesis must be scheduled at least two weeks prior to the date of the defense. Notice of the defense will be carried with the notices of doctoral thesis defense. Students should file an official notice with a 350-word abstract with the Director of Graduate Studies. Instructions on the form to follow are attached. (Form D) The oral exam is open any Education faculty wishing to attend. They are requested to notify the chair of the Thesis Advisory Committee in advance.

The thesis must be typed in a nationally approved professional style appropriate to the field of study. Any tables and figures as they appear with final form must not be larger than the size of the regular typed page, and the figures must be in black and white only.

A title page and acceptance page must be included in the thesis. The forms to follow are shown on Forms E and F.

Three bound copies of the thesis must be filed with the Director of Graduate Studies, Room 119, School of Education, at least two weeks before the date on which the student expects to receive the degree. The date on the title page should reflect the month and year the degree is to be conferred.

Approved by Policy council 2/8/84  
Revised by Policy Council 2/21/2018